

# MEMORANDUM

Finance Department



**DATE:** December 13, 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:** December 2021 Report of City Manager Approved Contracts including ARPA Grant Related Contracts, City Manager Procurement Card Activity (November 01 to 30, 2021) and Status of Budgeted Contracts FY22

This memorandum transmits the December 2021 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 November 2021 and the.

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, 20 contracts were approved totaling approximately \$521,000.

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 December 31, 2021, 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 \$41.3M had been contracted out of the \$48.3M 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 December 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
<b>Total \$ All Contracts:</b>		\$ 520,802	\$ 35,261		\$ 485,541
<b>Total Qty All Contracts:</b>	20				
<b>Average Contract \$:</b>	\$ 26,040				

Department	PO #	Total \$ Amount	\$ Spent To Date	Remaining \$ Balance
<i>Building Safety and Housing</i>	1	\$ 3,500	\$ -	\$ 3,500
<i>City Manager</i>	0	\$ -	\$ -	\$ -
<i>Economic Development</i>	0	\$ -	\$ -	\$ -
<i>Engineering Department</i>	0	\$ -	\$ -	\$ -
<i>Finance Department</i>	2	\$ 69,772	\$ -	\$ 69,772
<i>Fire Department</i>	0	\$ -	\$ -	\$ -
<i>Human Resources</i>	1	\$ 25,000	\$ -	\$ 25,000
<i>Information Technology</i>	2	\$ 14,387	\$ -	\$ 14,387
<i>Non-Departmental</i>	0	\$ -	\$ -	\$ -
<i>Planning Department</i>	0	\$ -	\$ -	\$ -
<i>Police Department</i>	1	\$ 16,313	\$ -	\$ 16,313
<i>Public Works</i>	10	\$ 365,638	\$ 31,996	\$ 333,642
<i>Recreation and Community Services</i>	3	\$ 26,192	\$ 3,265	\$ 22,927

**City of Milpitas**

**Detailed Listing of Approved City Manager (CM) Contracts \$100,000 and Below Including ARPA Grant Related Contracts**

For the month of December 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>
<b>Total \$ All Contracts:</b>						<b>520,802</b>	<b>35,261</b>	<b>485,541</b>
<b>Total Qty All Contracts:</b>		<b>20</b>						
<b>Average Contract \$:</b>			<b>\$ 26,040</b>					

Department	PO #	PO Date	Vendor #	Vendor Name	Contract Description	Total \$ Amount	\$ Spent To Date	Remaining \$ Balance
<b>Building Safety and Housing Sub-Total</b>	<b>1</b>					<b>\$ 3,500</b>	<b>\$ -</b>	<b>\$ 3,500</b>
Building Safety and Housing	FY22580	12/14/21	19208	Overland, Pacific & Cutler, LL	Phase I Relocation Cost Estimate for Properties on S. Main Street	\$ 3,500	\$ -	\$ 3,500
<b>City Manager Sub-Total</b>	<b>0</b>					<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
City Manager								
<b>Economic Development Sub-Total</b>	<b>0</b>					<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
Economic Development								
<b>Engineering Department Sub-Total</b>	<b>0</b>					<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
Engineering								
<b>Finance Department Sub-Total</b>	<b>2</b>					<b>\$ 69,772</b>	<b>\$ -</b>	<b>\$ 69,772</b>
Finance Department	AR22300	12/14/21	18556	The Martinet Group Inc	Federal Procurement Guideline Consulting, 08/21/2021-6/30/2022	\$ 9,900	\$ -	\$ 9,900
Finance Department	C712115	12/17/21	16619	Badger Meter Inc	Gateway Orion SE2 LTE/LAN for AMI Project	\$ 59,872	\$ -	\$ 59,872
<b>Fire Department Sub-Total</b>	<b>0</b>					<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
Fire Department								
<b>Human Resources Sub-Total</b>	<b>1</b>					<b>\$ 25,000</b>	<b>\$ -</b>	<b>\$ 25,000</b>
Human Resources	RP22106	12/14/21	15812	CPS HR Consulting	Executive Recruitment for City Attorney	\$ 25,000	\$ -	\$ 25,000
<b>Information Technology Sub-Total</b>	<b>2</b>					<b>\$ 14,387</b>	<b>\$ -</b>	<b>\$ 14,387</b>
Information Technology	FY22906	12/01/21	18851	KME Systems, Inc.	Service Scale Annual Renewal	\$ 9,995	\$ -	\$ 9,995
Information Technology	RP22909	12/01/21	19239	Trace3, LLC	Barracuda E-mail Spam Protection Renewal, 12/11/2021-12/10/2022	\$ 4,392		\$ 4,392
<b>Non-Departmental Sub-Total</b>	<b>0</b>					<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</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 December 2021

Note: CM Authority at &lt;\$100,000 until 12/06/17; &lt;\$50,000 12/07/17 until 6/15/18

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						<u>Total \$ Amount</u>	<u>\$ Spent To Date</u>	<u>Remaining \$ Balance</u>
<b>Total \$ All Contracts:</b>						<b>520,802</b>	<b>35,261</b>	<b>485,541</b>
<b>Total Qty All Contracts:</b>		<b>20</b>						
<b>Average Contract \$:</b>			<b>\$ 26,040</b>					

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>					<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
Planning Department								
<b>Police Department Sub-Total</b>	<b>1</b>					<b>\$ 16,313</b>	<b>\$ -</b>	<b>\$ 16,313</b>
Police Department	RP22700	12/01/21	11645	San Diego Police Equipment	Annual Ammunition Purchase	\$ 16,313		\$ 16,313
Police Department								
<b>Public Works Department Sub-Total</b>	<b>10</b>					<b>\$ 365,638</b>	<b>\$ 31,996</b>	<b>\$ 333,642</b>
Public Works	C340320	12/14/21	19036	Tucker Construction Inc	Fire Station No. 1 Window Installation (CUP 22-020)	\$ 41,159	\$ -	\$ 41,159
Public Works	C340657	12/09/21	17227	Environmental Systems Inc	HVAC Repairs at Various City Facilities, 100 Calendar Days from Notice to Proceed	\$ 36,262	\$ -	\$ 36,262
Public Works	C342205	12/09/21	19143	S.G. Banks, Inc.	Murphy Park Restroom Roof Repairs	\$ 39,884	\$ -	\$ 39,884
Public Works	C349502	12/09/21	17227	Environmental Systems Inc	City Hall, Community Center and Senior Center Air Balancing Project, 9/27/2021 - 9/26/2022	\$ 31,755	\$ 11,980	\$ 19,775
Public Works	C713706	12/14/21	19143	S.G. Banks, Inc.	Hidden Lake Park Boat Dock Removal	\$ 29,124	\$ -	\$ 29,124
Public Works	FY22425	12/09/21	19191	Hanford Applied Restoration	Citywide Weed Abatement of City Right of Way Services	\$ 50,000	\$ 20,016	\$ 29,984
Public Works	FY22427	12/14/21	15591	Telstar Instruments, Inc.	On-Site Maintenance of Sodium Hypochlorite Generation System	\$ 7,000	\$ -	\$ 7,000
Public Works	FY22429	12/14/21	16311	CSG Consultants Inc	FY21-22 C4 Stormwater Inspection Services	\$ 99,605	\$ -	\$ 99,605
Public Works	FY22430	12/21/21	17227	Environmental Systems Inc	ESI Spring HVAC Maintenance	\$ 10,850	\$ -	\$ 10,850
Public Works	MA22400	12/14/21	19036	Tucker Construction Inc	On-Call Fence Installation and Repair Services As Needed, 365 days from Notice to Proceed	\$ 20,000	\$ -	\$ 20,000
<b>RCS Sub-Total</b>	<b>3</b>					<b>\$ 26,192</b>	<b>\$ 3,265</b>	<b>\$ 22,927</b>
Recreation and Community Services	FY22642	12/01/21	17492	Perrina, Toni	FY21-22 Contract Services - Zumba Classes, Toning, Chair Exercises for Seniors	\$ 10,000	\$ 540	\$ 9,460
Recreation and Community Services	FY22643	12/01/21	18495	Le, Thong	FY21-22 Contract Services - Oil Painting Classes at Senior Center	\$ 10,600	\$ 2,350	\$ 8,250
Recreation and Community Services	FY22644	12/09/21	19243	Orion Security	Holiday Magic Overnight Security	\$ 5,592	\$ 375	\$ 5,217

**City of Milpitas**
**Status Report - FY22 Budgeted Contracts Over \$100,000**
**As of December 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	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		1,796,681
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		984,449
Finance	Integrys	Utility - Solar	225,000	General Fund, Water Fund, Sewer Fund	Integrys	Exempt		243,739
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				
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 December 31, 2021

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 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>\$ 31,361,942</b>