



## **CITY OF MILPITAS AGENDA REPORT (AR)**

<b>Item Title:</b>	<b>Approve Report of Actions Taken by the City Manager During the City Council Summer Recess (June 22 through August 5, 2021)</b>
<b>Category:</b>	Consent Calendar-Leadership and Support Services
<b>Meeting Date:</b>	8/17/2021
<b>Staff Contact:</b>	<b>Walter C. Rossmann, 408-586-3012</b>
<b>Recommendation:</b>	Approve Report of Actions Taken by the City Manager During the City Council Summer Recess (June 22 through August 5, 2021)

### **Background:**

On June 15, City Council approved a delegation of authority to the City Manager, or his designee, to approve and execute project related documents, including contract documents, and urgent administrative items during the City Council summer recess from the last City Council meeting held in June through August 5, 2021. This delegation of authority was granted in order to ensure that critical services and projects continue and are completed on time, especially related to the COVID-19 pandemic.

On June 15, 2021, based on staff recommendation, the Council established the Capital Project titled "COVID-19 Safe Facility Improvements" and approved a budget amendment in the Amount of \$375,000 to fund the Project with American Rescue Plan Act Funds. The Project was established to provide for contractual services to assess and balance the HVAC systems in all City buildings for optimization of air flow and ventilation ahead of staff returning to the workplace and reopening the buildings to the public. In addition to the HVAC work, additional measures to improve COVID-19 facility safety include HVAC filter upgrades, procurement of cleaning and disinfecting supplies for facilities, and the procurement of hand sanitizer stations, acrylic shields, and signage.

### **Analysis:**

To expedite the HVAC work, staff utilized a City Council approved contract with Engie Services U.S., Inc. (Engie) for the implementation of energy and water conservation measures. As the ARPA funding guidelines have been still evolving, it recently became apparent that a competitive procurement will be necessary for the HVAC work to be eligible for ARPA funds. Due to the scheduled return of staff to City facilities starting August 2<sup>nd</sup>, 2021, there was insufficient time to undergo a competitive procurement process which required the City Manager to exercise his delegated authority. He authorized staff to defund \$375,000 from the Mobile Emergency Operations Center (MEOC), which is mostly funded from the General Government CIP Fund (\$850,440) and appropriated \$375,000 to the COVID-19 Safe Facility Improvements project (CP 3495).

As part of the August 9, 2021 ARPA Investment Plan discussion, staff recommended funding \$375,000 for the MEOC with ARPA funds.

### **Fiscal Impact:**

Under the delegated authority, \$375,000 of \$850,440 appropriated from the General Government CIP Fund as part of the approval of the FY 2021-22 Adopted Budget for the Mobile Emergency Operations Center (MEOC) project were defunded and appropriated to the COVID-19 Safe Facility Improvements project (CP 3495).

### **California Environmental Quality Act:**

Not applicable.

**Recommendation:**

Approve Report of Actions Taken by the City Manager During the City Council Summer Recess (June 22 through August 5, 2021).