

# MEMORANDUM

Finance Department



**DATE:** July 9, 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:** **June 2021 Report of City Manager Approved Contracts and City Manager Procurement Card Activity (04/23/2021- 05/22/2021)**

This memorandum transmits the June 2021 Report of City Manager Approved Contracts and the City Manager's Procurement Card activity for the period 04/23/2021 to 05/22/2021.

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, 13 contracts were approved totaling approximately \$233,000.

There was no credit card activity for the City Manager for the reporting period.

# City of Milpitas

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

For the month of June 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>		\$ 232,588	\$ 990	\$ 231,598
<b>Total Qty All Contracts:</b>	13			
<b>Average Contract \$:</b>	\$ 17,891			

Department	PO #	Total \$ Amount	\$ Spent To Date	Remaining \$ Balance
<b>Building Safety and Housing</b>	1	\$ 9,000	\$ -	\$ 9,000
<b>City Manager</b>	0	\$ -	\$ -	\$ -
<b>City Attorney</b>	0	\$ -	\$ -	\$ -
<b>Engineering Department</b>	2	\$ 34,668	\$ 990	\$ 33,678
<b>Finance Department</b>	0	\$ -	\$ -	\$ -
<b>Fire Department</b>	1	\$ 16,550	\$ -	\$ 16,550
<b>Human Resources</b>	0	\$ -	\$ -	\$ -
<b>Information Technology</b>	3	\$ 42,161	\$ -	\$ 42,161
<b>Non-Departmental</b>	0	\$ -	\$ -	\$ -
<b>Planning Department</b>	0	\$ -	\$ -	\$ -
<b>Police Department</b>	0	\$ -	\$ -	\$ -
<b>Public Works</b>	5	\$ 127,673	\$ -	\$ 127,673
<b>Recreation and Community Services</b>	1	\$ 2,536	\$ -	\$ 2,536

# City of Milpitas

## Detailed Listing of Approved City Manager (CM) Contracts \$100,000 and Below For the month of June 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 Qty All Contracts: 13  
Average Contract \$: \$ 17,891

Total \$ Amount	\$ Spent To Date	Remaining \$ Balance
232,588	990	231,598

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>\$ 9,000</b>	<b>\$ -</b>	<b>\$ 9,000</b>
Building Safety and Housing	DP21552	06/23/21	18357	Silicon Valley Independent Living Center	Rent Relief Program Grant Administration for the City's Emergency Food and Shelter Program (EFSP)	\$ 9,000	\$ -	\$ 9,000
Building Safety and Housing								
<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>2</b>					<b>\$ 34,668</b>	<b>\$ 990</b>	<b>\$ 33,678</b>
Engineering	C202300	06/03/21	15797	Associated Right of Way	Appraisal Services for the acquisition of 328 Sango Court in Milpitas, CA	\$ 10,500	\$ 990	\$ 9,510
Engineering	C344721	06/23/21	18652	The Edelman Corporation	Security Camera Installation for Fire Station No. 2	\$ 24,168	\$ -	\$ 24,168
<b>Finance Department Sub-Total</b>	<b>0</b>					<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
Finance Department								
<b>Fire Department Sub-Total</b>	<b>1</b>					<b>\$ 16,550</b>	<b>\$ -</b>	<b>\$ 16,550</b>
Fire Department	RP21801	06/24/21	19180	SYNC Information Services, L	Purchase of 17 units Laptops for the Office of Emergency Services	\$ 16,550	\$ -	\$ 16,550
<b>Human Resources Sub-Total</b>	<b>0</b>					<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
Human Resources								

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232,588	990	231,598

Department	PO #	PO Date	Vendor #	Vendor Name	Contract Description	Total \$ Amount	\$ Spent To Date	Remaining \$ Balance
<b>Information Technology Sub-Total</b>	<b>3</b>					<b>\$ 42,161</b>	<b>\$ -</b>	<b>\$ 42,161</b>
Information Technology	RP21904	06/03/21	16795	B&H Photo-Video	Purchase of 5 Units Laptops for City users	\$ 6,570	\$ -	\$ 6,570
Information Technology	RP21905	06/15/21	17553	PCD Inc	City Hall Council Chambers Zoom System Update 2021	\$ 9,672	\$ -	\$ 9,672
Information Technology	RP21906	06/24/21	18777	Central Square Technologies	Standard Geographic Information System (GIS) Set up and Access Point Name (APN) Hours for Configurations	\$ 25,920	\$ -	\$ 25,920
<b>Non-Departmental Sub-Total</b>	<b>0</b>					<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

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232,588	990	231,598

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>					\$ -	\$ -	\$ -
Planning Department								
<b>Police Department Sub-Total</b>	<b>0</b>					\$ -	\$ -	\$ -
Police Department								
Police Department								
<b>Public Works Department Sub-Total</b>	<b>5</b>					\$ 127,673	\$ -	\$ 127,673
Public Works	EQ21400	06/23/21	18411	Peterson Tractor Co	One Unit Paving and Compaction Roller Equipment	\$ 57,459	\$ -	\$ 57,459
Public Works	RP21414	06/02/21	19166	Satellite Painting, Inc.	Milpitas Park Restroom Painting	\$ 39,960	\$ -	\$ 39,960
Public Works	RP21415	06/03/21	19176	Morse Hydraulics USA LLC	Apparatus Repair for Boom Truck Unit #108U	\$ 16,517	\$ -	\$ 16,517
Public Works	RP21418	06/15/21	17516	Gardenland Power Equipment	Purchase of Various Garden Power Equipment (Edger, Hedge Trimmer, Blower)	\$ 2,412	\$ -	\$ 2,412
Public Works	RP21422	06/23/21	10289	Altec Industries, Inc.	Apparatus Repairs and Annual Inspection Service of Bucket Truck Unit # S416-1997	\$ 11,325	\$ -	\$ 11,325
<b>RCS Sub-Total</b>	<b>1</b>					\$ 2,536	\$ -	\$ 2,536
Recreation and Community Services	RP21603	06/18/21	18541	BWiebe Events	Events Lighting (LED Elation Lights) and Labor	\$ 2,536		\$ 2,536