



# MEMORANDUM

Finance Department

**DATE:** June 8, 2021

**TO:** Finance Subcommittee

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

A blue ink signature of Steven G. McHarris.

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

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**CC:** City Attorney's Office

**SUBJECT:** **May 2021 Report of City Manager Approved Contracts and City Manager Procurement Card Activity (03/23/2021- 04/22/2021)**

This memorandum transmits the May 2021 Report of City Manager Approved Contracts and the City Manager's Procurement Card activity for the period 03/23/2021 to 04/22/2021.

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, 16 contracts were approved totaling approximately \$416,000.

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 May 2021**

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

&lt;\$100,000 effective 6/16/18

	Total \$ Amount	\$ Spent To Date	Remaining \$ Balance
<b>Total \$ All Contracts:</b>	\$ 415,691	\$ 62,353	\$ 353,337
<b>Total Qty All Contracts:</b>	16		
<b>Average Contract \$:</b>	\$ 25,981		

Department	PO #	Total \$ Amount	\$ Spent To Date	Remaining \$ Balance
<i>Building Safety and Housing</i>	2	\$ 36,791	\$ -	\$ 36,791
<i>City Manager</i>	0	\$ -	\$ -	\$ -
<i>City Attorney</i>	1	\$ 40,000	\$ -	\$ 40,000
<i>Engineering Department</i>	2	\$ 137,300	\$ 1,499	\$ 135,801
<i>Finance Department</i>	1	\$ 3,228	\$ 3,092	\$ 137
<i>Fire Department</i>	1	\$ 9,500	\$ -	\$ 9,500
<i>Human Resources</i>	1	\$ 9,069	\$ -	\$ 9,069
<i>Information Technology</i>	2	\$ 13,964	\$ -	\$ 13,964
<i>Non-Departmental</i>	0	\$ -	\$ -	\$ -
<i>Planning Department</i>	0	\$ -	\$ -	\$ -
<i>Police Department</i>	4	\$ 102,447	\$ 1,306	\$ 101,142
<i>Public Works</i>	2	\$ 63,391	\$ 56,457	\$ 6,934
<i>Recreation and Community Services</i>	0	\$ -	\$ -	\$ -

**City of Milpitas**
**Detailed Listing of Approved City Manager (CM) Contracts \$100,000 and Below**  
For the month of May 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:					415,691	62,353	353,337	
Average Contract \$:	\$	16		25,981				
<b>Department</b>	<b>PO #</b>	<b>PO Date</b>	<b>Vendor #</b>	<b>Vendor Name</b>	<b>Contract Description</b>	<b>Total \$ Amount</b>	<b>\$ Spent To Date</b>	<b>Remaining \$ Balance</b>
<b>Building Safety and Housing Sub-Total</b>	2					\$ 36,791	\$ -	\$ 36,791
Building Safety and Housing	RP21551	05/14/21	19151	Lawyers' Committee For Civil R	Assessment of Fair Housing as Part of 2023-2031 Housing Element	\$ 28,340	\$ -	\$ 28,340
Building Safety and Housing	RP21552	05/14/21	17567	Security Contractor Services	Security Contractor Services, Provide Temporary Fence Panels with Concrete Blocks and Support Posts, February 10, 2021 to February 10, 2023	\$ 8,451	\$ -	\$ 8,451
<b>City Manager Sub-Total</b>	0					\$ -	\$ -	\$ -
City Manager								
<b>Economic Development Sub-Total</b>	1					\$ 40,000	\$ -	\$ 40,000
Economic Development	RP21101	05/17/21	19169	NOVAworks	Consultancy Services for the City's COVID-19 Workforce Recovery Program, April 19, 2021 to June 30, 2022	\$ 40,000	\$ -	\$ 40,000
<b>Engineering Department Sub-Total</b>	2					\$ 137,300	\$ 1,499	\$ 135,801
Engineering	C510206	05/14/21	11334	Engeo Inc.	Geotechnical Testing and Observation Services for McCandless Park Project No. 5102, April 20, 2021 to June 30, 2022.	\$ 42,300	\$ 1,499	\$ 40,801
Engineering	C707618	05/14/21	13055	West Yost & Associates	Curtis Well Rehabilitation and Testing Project, May 05, 2021 to May 01, 2022.	\$ 95,000	\$ -	\$ 95,000
<b>Finance Department Sub-Total</b>	1					\$ 3,228	\$ 3,092	\$ 137
Finance Department	RP21302	05/13/21	18918	Sir Speedy Printing	Proposed Budget Binders Printing Service	\$ 3,228	\$ 3,092	\$ 137
<b>Fire Department Sub-Total</b>	1					\$ 9,500	\$ -	\$ 9,500
Fire Department	RP21800	05/17/21	13916	Hargis & Associates	Consultancy Services, Provide Assessment/Examination for the Classifications of Fire Battalion Chief, Fire Captain, Fire Engineer, Year 1 of 5, June 01, 2021 to May 31, 2026	\$ 9,500	\$ -	\$ 9,500
<b>Human Resources Sub-Total</b>	1					\$ 9,069	\$ -	\$ 9,069
Human Resources	RP21102	05/25/21	13172	Managed Health Network, Inc.	MHN - Employee Assistance Program January 2021- December 31, 2021	\$ 9,069	\$ -	\$ 9,069
<b>Information Technology Sub-Total</b>	2					\$ 13,964	\$ -	\$ 13,964
Information Technology	RP21901	05/06/21	18802	NTT America	Veriphy Insight Call Analytics, Annual Support and License, Maintenance, Updates and Upgrades, April 16, 2021 - April 15, 2024	\$ 6,500		\$ 6,500
Information Technology	RP21902	05/13/21	11745	CDW Government LLC	9 Units of Antenna and 5 Units of Modem for Police and Fire Fighters' Vehicles	\$ 7,464	\$ -	\$ 7,464
<b>Non-Departmental Sub-Total</b>	0					\$ -	\$ -	\$ -

**City of Milpitas**

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Total \$ All Contracts:	Total \$ Amount	\$ Spent To Date	Remaining \$ Balance					
Total Qty All Contracts:	16	62,353	353,337					
Average Contract \$:	\$ 25,981							
Department	PO #	PO Date	Vendor #	Vendor Name	Contract Description	Total \$ Amount	\$ Spent To Date	Remaining \$ Balance
<b>Planning Department Sub-Total</b>	0					\$ -	\$ -	\$ -
Planning Department								
<b>Police Department Sub-Total</b>	4					\$ 102,447	\$ 1,306	\$ 101,142
Police Department	C341506	05/14/21	10651	Santa Clara County	Technical Services Agreement, Year 1, June 16, 2021 - June15, 2022	\$ 5,760	\$ -	\$ 5,760
Police Department	EQ21702	05/14/21	19157	ICOR Technology Inc.	Equipment Purchase, One Unit of SWAT Team (Min Caliber) Robot	\$ 54,024	\$ -	\$ 54,024
Police Department	RP21707	05/14/21	19040	Flock Safety	Lease of Flock Falcon Camera from April 16, 2021 to April 15, 2022	\$ 41,250	\$ -	\$ 41,250
Police Department	RP21708	05/17/21	16795	B&H Photo-Video	10 Units of Sony Digital Cameras for use in the field	\$ 1,413	\$ 1,306	\$ 107
<b>Public Works Department Sub-Total</b>	2					\$ 63,391	\$ 56,457	\$ 6,934
Public Works	C342606	05/14/21	14465	JJR Construction, Inc.	On-Call Concrete, Sidewalk, and Gutter Repairs	\$ 60,000	\$ 56,457	\$ 3,543
Public Works	RP21413	05/25/21	19172	All About Play Inc	Park Playground Parts	\$ 3,391	\$ -	\$ 3,391
<b>RCS Sub-Total</b>	0					\$ -	\$ -	\$ -
Recreation and Community Services								