

# MEMORANDUM

Finance Department



**DATE:** May 10, 2021

**TO:** Finance Subcommittee

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

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

**CC:** City Attorney's Office

**SUBJECT:** **April 2021 Report of City Manager Approved Contracts and City Manager Procurement Card Activity (02/23/2021- 03/22/2021)**

This memorandum transmits the April 2021 Report of City Manager Approved Contracts and the City Manager's Procurement Card activity for the period 02/23/2021 to 03/22/2021.

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, 20 contracts were approved totaling approximately \$512,000.

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 April 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>		\$ 511,906	\$ 7,500	\$ 504,406
<b>Total Qty All Contracts:</b>	20			
<b>Average Contract \$:</b>	\$ 25,595			

Department	PO #	Total \$ Amount	\$ Spent To Date	Remaining \$ Balance
<b>Building Safety and Housing</b>	1	\$ 48,356	\$ -	\$ 48,356
<b>City Manager</b>	0	\$ -	\$ -	\$ -
<b>City Attorney</b>	0	\$ -	\$ -	\$ -
<b>Engineering Department</b>	1	\$ 5,000	\$ -	\$ 5,000
<b>Finance Department</b>	1	\$ 10,800	\$ -	\$ 10,800
<b>Fire Department</b>	1	\$ 6,150	\$ -	\$ 6,150
<b>Human Resources</b>	1	\$ 39,999	\$ -	\$ 39,999
<b>Information Technology</b>	1	\$ 10,944	\$ -	\$ 10,944
<b>Non-Departmental</b>	0	\$ -	\$ -	\$ -
<b>Planning Department</b>	1	\$ 30,000	\$ -	\$ 30,000
<b>Police Department</b>	8	\$ 150,128	\$ -	\$ 150,128
<b>Public Works</b>	4	\$ 180,530	\$ -	\$ 180,530
<b>Recreation and Community Services</b>	1	\$ 30,000	\$ 7,500	\$ 22,500

**City of Milpitas**

**Detailed Listing of Approved City Manager (CM) Contracts \$100,000 and Below  
For the month of April 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:**

**Average Contract \$:**

**\$ 20  
25,595**

<u>Total \$ Amount</u>	<u>\$ Spent To Date</u>	<u>Remaining \$ Balance</u>
<b>511,906</b>	<b>7,500</b>	<b>504,406</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>\$ 48,356</b>	<b>\$ -</b>	<b>\$ 48,356</b>
Building Safety and Housing	RP21550	04/30/21	18983	Ron Paris Construction Co.,Inc	600 S Abel St #208 Unit Rehabilitation	\$ 48,356		\$ 48,356
<b>City Manager Sub-Total</b>	<b>0</b>					<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
City Manager								
<b>City Attorney Sub-Total</b>	<b>0</b>					<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Engineering Department Sub-Total</b>	<b>1</b>					<b>\$ 5,000</b>	<b>\$ -</b>	<b>\$ 5,000</b>
Engineering	C201001	04/16/21	15797	Associated Right of Way	Appraisal Report for the Park In-Lieu Fee Update for The City of Milpitas	\$ 5,000	\$ -	\$ 5,000
<b>Finance Department Sub-Total</b>	<b>1</b>					<b>\$ 10,800</b>	<b>\$ -</b>	<b>\$ 10,800</b>
Finance Department	RP21300	04/02/21	15990	Cal-West	Replacement of AMI Gateways at various pre-determined City locations	\$ 10,800	\$ -	\$ 10,800
<b>Fire Department Sub-Total</b>	<b>1</b>					<b>\$ 6,150</b>	<b>\$ -</b>	<b>\$ 6,150</b>
Fire Department	FY21806	04/05/21	10149	LN Curtis & Sons	Fire Fighters' Self-Contained Breathing Apparatus (SCBA) Annual Maintenance	\$ 6,150	\$ -	\$ 6,150
<b>Human Resources Sub-Total</b>	<b>1</b>					<b>\$ 39,999</b>	<b>\$ -</b>	<b>\$ 39,999</b>
Human Resources	RP21100	04/06/21	18686	Rose Law A Professional Corporation	Personnel Investigation Services, March 2021 to February 2022	\$ 39,999	\$ -	\$ 39,999
<b>Information Technology Sub-Total</b>	<b>1</b>					<b>\$ 10,944</b>	<b>\$ -</b>	<b>\$ 10,944</b>
Information Technology	RP21900	04/07/21	19150	Lassen Solutions Group	Eight Units HP Workstations Tower PC for	\$ 10,944		\$ 10,944
<b>Non-Departmental Sub-Total</b>	<b>0</b>					<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

**City of Milpitas**

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**Total \$ All Contracts:**

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**Average Contract \$:**

**\$ 20  
25,595**

**Total \$ Amount      \$ Spent To Date      Remaining \$ Balance**  
**511,906                      7,500                      504,406**

Department	PO #	PO Date	Vendor #	Vendor Name	Contract Description	Total \$ Amount	\$ Spent To Date	Remaining \$ Balance
<b>Planning Department Sub-Total</b>	<b>1</b>					<b>\$ 30,000</b>	<b>\$ -</b>	<b>\$ 30,000</b>
Planning Department	RP21500	04/30/21	19147	Social Good Fund, Inc.	3 Community Conversations for Midtown Specific Plan Update (Main Street/Calaveras Gateway Specific Plan Project)	\$ 30,000		\$ 30,000
<b>Police Department Sub-Total</b>	<b>8</b>					<b>\$ 150,128</b>	<b>\$ -</b>	<b>\$ 150,128</b>
Police Department	FY21711	04/16/21	19134	Cordico Inc	Custom Mobile Wellness App Annual Subscription fee - Year 1, March 30, 2021 to March 29, 2022	\$ 60,000	\$ -	\$ 60,000
Police Department	RP21700	04/02/21	19154	Curtis Blue Line	Twenty Units of Hardwire Plates for Active Shooter Kits	\$ 5,506	\$ -	\$ 5,506
Police Department	RP21701	04/09/21	16578	ProForce Law Enforcement	Thirty Units of Bolawrap Remote Restraint Devices	\$ 31,495	\$ -	\$ 31,495
Police Department	RP21702	04/16/21	19153	PeopleSpace	Police Department's Furniture (Phase 4) Design, Installation and Project Management Fee.	\$ 7,072	\$ -	\$ 7,072
Police Department	RP21703	04/23/21	12890	Kustom Signals, Inc.	Two units of Pro Laser 4 Hand-held Traffic Safety LIDAR (Light Detection and Ranging) for Traffic	\$ 5,441	\$ -	\$ 5,441
Police Department	RP21704	04/29/21	11745	CDW Government LLC	Five Units Panasonic Toughbook Lap Tops for Detective Vehicles	\$ 18,720	\$ -	\$ 18,720
Police Department	RP21705	04/29/21	19163	Apex Office Chairs, Inc.	Five Units of Office Chairs for Dispatch	\$ 9,996	\$ -	\$ 9,996
Police Department	RP21706	04/30/21	16146	Truck Vault	Storage for Five Detective Vehicles	\$ 11,900	\$ -	\$ 11,900
<b>Public Works Department Sub-Total</b>	<b>4</b>					<b>\$ 180,530</b>	<b>\$ -</b>	<b>\$ 180,530</b>
Public Works	MA21411	04/29/21	18572	MNS Engineers, Inc.	On-Call Technical Engineering and Design Support Service, April 16, 2021 to June 30, 2023	\$ 95,000	\$ -	\$ 95,000
Public Works	RP21409	04/30/21	13055	West Yost & Associates	Water and Sewer Model Training, April 23, 2021 to June 30, 2022	\$ 59,500	\$ -	\$ 59,500
Public Works	RP21410	04/30/21	17675	Jemby Electric Inc	Agile Fleet City Hall Motor Pool Kiosk Installation	\$ 16,030	\$ -	\$ 16,030
Public Works	RP21411	04/30/21	17709	HPM Systems, Inc.	On-Call Calibration Services at Main Lift Sewer Pump Station, April 2021 to March 2022	\$ 10,000	\$ -	\$ 10,000
<b>RCS Sub-Total</b>	<b>1</b>					<b>\$ 30,000</b>	<b>\$ 7,500</b>	<b>\$ 22,500</b>
Recreation and Community Services	DP21602	04/06/21	19160	Studiofolia	Design, Fabrication, Transportation and Installation of the Public Artwork ("Services") on Site for the Higuera Park, Wessex Place, Milpitas.	\$ 30,000	\$ 7,500	\$ 22,500