

MEMORANDUM

Finance Department



DATE: March 9, 2021

TO: Finance Subcommittee

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

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

A handwritten signature in blue ink that appears to read "Lauren Lai".

CC: City Attorney's Office

SUBJECT: **February 2021 Report of City Manager Approved Contracts and City Manager Procurement Card Activity (12/23/2020- 01/22/2021)**

This memorandum transmits the February 2021 Report of City Manager Approved Contracts and the City Manager's Procurement Card activity for the period 12/23/2020 to 01/22/2021.

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 \$417,000.

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 February 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
Total \$ All Contracts:	\$ 416,769	\$ 21,513	\$ 395,256
Total Qty All Contracts:	16		
Average Contract \$:	\$ 26,048		

Department	PO #	Total \$ Amount	\$ Spent To Date	Remaining \$ Balance
<i>Building Safety and Housing</i>	0	\$ -	\$ -	\$ -
<i>City Manager</i>	0	\$ -	\$ -	\$ -
<i>City Attorney</i>	0	\$ -	\$ -	\$ -
<i>Engineering Department</i>	0	\$ -	\$ -	\$ -
<i>Finance Department</i>	1	\$ 95,000	\$ -	\$ 95,000
<i>Fire Department</i>	2	\$ 30,820	\$ -	\$ 30,820
<i>Human Resources</i>	0	\$ -	\$ -	\$ -
<i>Information Technology</i>	1	\$ 19,800	\$ -	\$ 19,800
<i>Non-Departmental</i>	0	\$ -	\$ -	\$ -
<i>Planning Department</i>	0	\$ -	\$ -	\$ -
<i>Police Department</i>	3	\$ 31,910	\$ -	\$ 31,910
<i>Public Works</i>	9	\$ 239,239	\$ 21,513	\$ 217,726
<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 February 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 \$:

\$ 26,048

<u>Total \$ Amount</u>	<u>\$ Spent To Date</u>	<u>Remaining \$ Balance</u>
416,769	21,513	395,256

City of Milpitas

***Detailed Listing of Approved City Manager (CM) Contracts \$100,000 and Below
For the month of February 2021***

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