

MEMORANDUM

Finance Department



DATE: February 18, 2021

TO: Finance Subcommittee

THROUGH: Steven G. McHarris, City Manager

FROM: Walter C. Rossmann, Deputy City Manager/Director of Finance *WCR*

CC: City Attorney's Office

SUBJECT: **January 2021 Report of City Manager Approved Contracts and City Manager Procurement Card Activity (11/23/2020- 12/23/2020)**

This memorandum transmits the January 2021 Report of City Manager Approved Contracts and the City Manager's Procurement Card activity for the period 11/23/2020 to 12/22/2020.

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, 12 contracts were approved totaling approximately \$372,000.

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 January 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:		\$ 371,998	\$	11,700	\$	360,298
Total Qty All Contracts:	12					
Average Contract \$:	\$ 31,000					

Department	PO #	Total \$ Amount	\$ Spent To Date	Remaining \$ Balance
Building Safety and Housing	0	\$ -	\$ -	\$ -
City Manager	1	\$ 54,250	\$ -	\$ 54,250
City Attorney	0	\$ -	\$ -	\$ -
Engineering Department	1	\$ 7,800	\$ 3,700	\$ 4,100
Finance Department	1	\$ 98,685	\$ -	\$ 98,685
Fire Department	0	\$ -	\$ -	\$ -
Human Resources	0	\$ -	\$ -	\$ -
Information Technology	0	\$ -	\$ -	\$ -
Non-Departmental	0	\$ -	\$ -	\$ -
Planning Department	0	\$ -	\$ -	\$ -
Police Department	2	\$ 39,733	\$ -	\$ 39,733
Public Works	6	\$ 162,530	\$ -	\$ 162,530
Recreation and Community Services	1	\$ 9,000	\$ 8,000	\$ 1,000

City of Milpitas
Detailed Listing of Approved City Manager (CM) Contracts \$100,000 and Below
For the month of January 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:						<u>Total \$ Amount</u>	<u>\$ Spent To Date</u>	<u>Remaining \$ Balance</u>
Total Qty All Contracts:			12			371,998	11,700	360,298
Average Contract \$:		\$	31,000					

Department	PO #	PO Date	Vendor #	Vendor Name	Contract Description	Total \$ Amount	\$ Spent To Date	Remaining \$ Balance
Building Safety and Housing Sub-Total	0					\$ -	\$ -	\$ -
Building Safety and Housing								
City Manager Sub-Total	1					\$ 54,250	\$ -	\$ 54,250
City Manager	DP21103	01/07/21	17540	Fairbank, Maslin, Maullin,	2021 Community Survey	\$ 54,250	\$ -	\$ 54,250
City Attorney Sub-Total	0					\$ -	\$ -	\$ -
Engineering Department Sub-Total	1					\$ 7,800	\$ 3,700	\$ 4,100
Engineering	FY21453	01/15/21	17963	NBS Government Finance Group	Creation of Annual Engineers Reports, Assessment Computation, and Administration of City's Landscape, Lighting & Maintenance Assessments District (LLMAD) Districts 95-1 & 98-1	\$ 7,800	\$ 3,700	\$ 4,100
Finance Department Sub-Total	1					\$ 98,685	\$ -	\$ 98,685
Finance Department	C343508	01/15/21	10049	Cayenta Canada, Corp.	Utility Billing Reports Platform Migration	\$ 98,685	\$ -	\$ 98,685
Fire Department Sub-Total	0					\$ -	\$ -	\$ -
Fire Department								
Human Resources Sub-Total	0					\$ -	\$ -	\$ -
Human Resources								
Information Technology Sub-Total	0					\$ -	\$ -	\$ -
Information Technology								
Non-Departmental Sub-Total	0					\$ -	\$ -	\$ -
							\$ -	

City of Milpitas
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For the month of January 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:				<u>Total \$ Amount</u>	<u>\$ Spent To Date</u>	<u>Remaining \$ Balance</u>
Total Qty All Contracts:		12		371,998	11,700	360,298
Average Contract \$:	\$	31,000				

Department	PO #	PO Date	Vendor #	Vendor Name	Contract Description	Total \$ Amount	\$ Spent To Date	Remaining \$ Balance
Planning Department Sub-Total	0					\$ -	\$ -	\$ -
Planning Department								
Police Department Sub-Total	2					\$ 39,733	\$ -	\$ 39,733
Police Department	DP21710	01/15/21	19014	W.S. Darley & Co.	Unmanned Aircraft Systems Equipment Products and Services	\$ 34,049	\$ -	\$ 34,049
Police Department	DP21712	01/29/21	16795	B&H Photo	Grant Purchase of 50 Units Sony Digital Camera and 32 Micro Cases with Foam to be used by Police Officers and Community Service Officers for evidence collection purposes.	\$ 5,684	\$ -	\$ 5,684
Public Works Department Sub-Total	6					\$ 162,530	\$ -	\$ 162,530
Public Works	C340315	01/29/21	18983	Ron Paris Construction Co. ,Inc	Window Installation Fire Station	\$ 30,608	\$ -	\$ 30,608
Public Works	C340653	01/29/21	17857	Suarez & Munoz Construction	Repair of Fleet Maintenance, Traffic Signal Control Room Rear Staircase	\$ 55,000	\$ -	\$ 55,000
Public Works	C345500	01/15/21	18969	Chrisp Company	"No Parking" Street Sweeping Day Sign Installation	\$ 38,010	\$ -	\$ 38,010
Public Works	DP21421	01/29/21	18288	Peterson Trucks Inc	Repair and Replace Cylinder Head and Gasket for a Fire Engine	\$ 8,544	\$ -	\$ 8,544
Public Works	DP21450	01/15/21	19113	The EcoHeroShow LLC	The EcoHero Show Live-Stream Performance for 10 Schools in Milpitas, CA	\$ 8,500	\$ -	\$ 8,500
Public Works	DP21451	01/29/21	19119	Innovyze Inc.	Modeling Software Purchase Water/Sewer; 12 months Technical Support	\$ 21,868	\$ -	\$ 21,868
RCS Sub-Total	1					\$ 9,000	\$ 8,000	\$ 1,000
Recreation and Community Services	FY21602	01/06/21	17648	Center Stage Performing Arts	Fall and Spring Virtual and in-Person Shows	\$ 9,000	\$ 8,000	\$ 1,000