

# MEMORANDUM

Finance Department



**DATE:** February 26, 2020

**TO:** Mayor and Councilmembers

**THROUGH:** Steve McHarris, Interim City Manager *DM*

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

**CC:** City Attorney's Office

**SUBJECT:** **January 2020 Report of City Manager Approved Contracts and Interim City Manager Procurement Card Activity (12/23/2019- 01/22/2020)**

This memorandum transmits the January 2020 Report of City Manager Approved Contracts and the Interim City Manager's Procurement Card activity for the period 12/23/2019 to 01/22/2020.

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 Sub-committee monthly reports displaying all contracts approved by the Interim City Manager for the prior month under his contract approval authority. For the reporting period, 26 contracts were approved totaling approximately \$898,357.

There was no credit card activity for the Interim 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 2020

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
<b>Total \$ All Contracts:</b>		\$ 898,357	\$ 77,605	\$ 820,752
<b>Total Qty All Contracts:</b>	26			
<b>Average Contract \$:</b>	\$ 34,552			

Department	PO #	Total \$ Amount	\$ Spent To Date	Remaining \$ Balance
<b>Building Safety and Housing</b>	1	\$ 95,000	\$ -	\$ 95,000
<b>City Manager</b>	1	\$ 53,250	\$ -	\$ 53,250
<b>City Attorney</b>	0	\$ -	\$ -	\$ -
<b>Engineering Department</b>	4	\$ 145,987	\$ -	\$ 145,987
<b>Finance Department</b>	6	\$ 123,600	\$ -	\$ 123,600
<b>Fire Department</b>	4	\$ 103,947	\$ -	\$ 103,947
<b>Human Resources</b>	1	\$ 76,750	\$ -	\$ 76,750
<b>Information Technology</b>	1	\$ 7,114	\$ -	\$ 7,114
<b>Non-Departmental</b>	0	\$ -	\$ -	\$ -
<b>Planning Department</b>	0	\$ -	\$ -	\$ -
<b>Police Department</b>	5	\$ 68,589	\$ -	\$ 68,589
<b>Public Works</b>	3	\$ 224,120	\$ 77,605	\$ 146,515
<b>Recreation and Community Services</b>	0	\$ -	\$ -	\$ -

**City of Milpitas**

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

For the month of January 2020

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:	26	77,605	820,752					
Average Contract \$:	\$ 34,552							
Department	PO #	PO Date	Vendor #	Vendor Name	Full Description	Total \$ Amount	\$ Spent To Date	Remaining \$ Balance
<b>Building Safety and Housing Sub-Total</b>	<b>1</b>					\$ 95,000	\$ -	\$ 95,000
Building	FY20557	01/24/20	18994	Interwest Consulting Group	Consulting Services for Building Safety Services	\$ 95,000	\$ -	\$ 95,000
			1					
<b>City Manager Sub-Total</b>	<b>1</b>					\$ 53,250	\$ -	\$ 53,250
City Manager	FY20105	01/30/20	17540	Fairbank, Maslin, Maullin, Metz & Associates, Inc.	Consulting Services for 2020 Community Survey	\$ 53,250	\$ -	\$ 53,250
<b>City Attorney Sub-Total</b>	<b>0</b>					\$ -	\$ -	\$ -
<b>Engineering Department Sub-Total</b>	<b>4</b>					\$ 145,987	\$ -	\$ 145,987
Engineering	C201600	01/16/20	10822	Biggs Cardosa Associates Inc.	Fee for Structural Engineering Services for the South Milpitas Blvd Bridge over Penitencia Creek	\$ 13,245	\$ -	\$ 13,245
Engineering	C344708	01/09/20	18984	Terracon Consultants, Inc.	Consulting Services for Milpitas Fire Station No. 2 Replacement Project Building Enclosure	\$ 29,500	\$ -	\$ 29,500
Engineering	C344710	01/16/20	18909	Layer 1 Networks, Inc.	Fiber Installation in Temporary Fire Station No.2 Located at 1126 and 1263 Yosemite Drive	\$ 34,753	\$ -	\$ 34,753
Engineering	FY20454	01/30/20	15222	The Irvine Community	McCarthy Center Landscape Maintenance	\$ 68,489	\$ -	\$ 68,489
<b>Finance Department Sub-Total</b>	<b>6</b>					\$ 123,600	\$ -	\$ 123,600
Finance	C343505	01/16/20	18795	Articulate Solutions	Professional Services for Budget Document Set-up	\$ 40,000	\$ -	\$ 40,000
Finance	C611805	01/16/20	15629	Causey Demgen & Moore Inc.	Arbitrage Rebate Services for City's Debt Issuances	\$ 25,000	\$ -	\$ 25,000
Finance	FY20308	01/02/20	18739	MacLeod Watts, Inc.	Actuarial Study for Other Post Employment Benefit (OPEB)	\$ 15,000	\$ -	\$ 15,000
Finance	FY20309	01/16/20	15520	Shields Consulting Group	Consulting Services for the State Mandated Cost Reimbursement Services - SB90 Claims for FY2019-2020	\$ 5,500	\$ -	\$ 5,500
Finance	FY20310	01/30/20	18974	Bickmore Actuarial	Actuarial Services for General Liability and Workers' Compensation Insurance Programs	\$ 13,500	\$ -	\$ 13,500
Finance	FY20311	01/30/20	18620	ClearSource Financial	Professional Services for Master Fee Schedule and Cost Allocation Plan Update	\$ 24,600	\$ -	\$ 24,600

**City of Milpitas**

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For the month of January 2020

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							Total \$ Amount	\$ Spent To Date	Remaining \$ Balance
<b>Total \$ All Contracts:</b>							<b>898,357</b>	<b>77,605</b>	<b>820,752</b>
<b>Total Qty All Contracts:</b>		<b>26</b>							
<b>Average Contract \$:</b>	<b>\$</b>	<b>34,552</b>							
<b>Department</b>	<b>PO #</b>	<b>PO Date</b>	<b>Vendor #</b>	<b>Vendor Name</b>	<b>Full Description</b>	<b>Total \$ Amount</b>	<b>\$ Spent To Date</b>	<b>Remaining \$ Balance</b>	
<b>Fire Department Sub-Total</b>	<b>4</b>					<b>\$ 103,947</b>	<b>\$ -</b>	<b>\$ 103,947</b>	
Fire Department	C344709	43846	18990	Ward Diesel Filter Systems	Installation of No Smoke Direct Source Capture Diesel Exhaust Removal Systems	\$ 29,739	\$ -	\$ 29,739	
Fire Department	DP20804	43833	10262	Summers & Sons Electric Inc.	Electrical Work to Support the Alerting System at Fire Station One	\$ 1,877	\$ -	\$ 1,877	
Fire Department	DP20805	01/16/20	10113	South Bay Regional Training	California Fire Academy Training Program	\$ 47,000	\$ -	\$ 47,000	
Fire Department	DP20806	01/16/20	13048	Allstar Fire Equipment Inc.	Fire Hose Nozzles and Fittings	\$ 25,332	\$ -	\$ 25,332	
<b>Human Resources Sub-Total</b>	<b>1</b>					<b>\$ 76,750</b>	<b>\$ -</b>	<b>\$ 76,750</b>	
Human Resources	FY20104	01/30/20	18975	Municipal Resource Group, LLC	Supervisory and Leadership Training Program	\$ 76,750	\$ -	\$ 76,750	
<b>Information Technology Sub-Total</b>	<b>1</b>					<b>\$ 7,114</b>	<b>\$ -</b>	<b>\$ 7,114</b>	
Information Services	DP20906	01/02/20	10426	VMI Incorporated	Purchase of One Unit "Six Use" Conference Audio System with Wireless Receiver and Sound System	\$ 7,114	\$ -	\$ 7,114	
<b>Non-Departmental Sub-Total</b>	<b>0</b>					<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	
<b>Planning Department Sub-Total</b>	<b>0</b>					<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	
<b>Police Department Sub-Total</b>	<b>5</b>					<b>\$ 68,589</b>	<b>\$ -</b>	<b>\$ 68,589</b>	
Police Department	C341502	43833	15132	Motorola Solutions Inc.	Purchase of One Unit Portable Radio Equipment including Radio Parts and Accessories for Citizen Volunteers	\$ 15,124	\$ -	\$ 15,124	
Police Department	C341504	43854	15132	Motorola Solutions Inc.	Purchase of 30 units Motorola MCC 7500E Radio Resource Dispatch Position Software	\$ 21,049	\$ -	\$ 21,049	
Police Department	DP20711	43833	18530	Lenco Armored Vehicles	Purchase of One Unit of Thermal Camera Pod with Accessories as Tactical Equipment	\$ 16,414	\$ -	\$ 16,414	
Police Department	DP20712	43839	18652	The Edelman Corporation	Installation of Security Camera at the Police Property Room	\$ 8,708	\$ -	\$ 8,708	
Police Department	DP20713	43860	14584	Insight Public Sector Inc	Purchase of One Unit Panasonic Toughbook for Community Service Officer Vehicles	\$ 7,294	\$ -	\$ 7,294	
<b>Public Works Department Sub-Total</b>	<b>3</b>					<b>\$ 224,120</b>	<b>\$ 77,605</b>	<b>\$ 146,515</b>	
Public Works	C340649	01/03/20	18402	Dormatech Mechanical Systems	City Hall Variable Air Volume (VAV) Box Installation Services, and Heating, Ventilation, Air Conditioning (HVAC) Software Upgrade	\$ 37,475	\$ -	\$ 37,475	
Public Works	C371600	01/03/20	10543	Graham Contractors, Inc.	Repaving of City Hall Complex Parking Areas	\$ 88,040	\$ -	\$ 88,040	
Public Works	DP20412	01/09/20	15419	Joseph J. Albanese, Inc.	Emergency Repair and Paving of the Affected Roadway on South Abel Street Due to Pipe Repair	\$ 98,605	\$ 77,605	\$ 21,000	
<b>RCS Sub-Total</b>	<b>0</b>					<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	