



MEMORANDUM

Finance Department

DATE: April 7, 2020

TO: Finance Subcommittee

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

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

CC: City Attorney's Office

SUBJECT: **March 2020 Report of City Manager Approved Contracts and Interim City Manager Procurement Card Activity (01/23/2020- 02/22/2020)**

This memorandum transmits the March 2020 Report of City Manager Approved Contracts and the Interim City Manager's Procurement Card activity for the period 01/23/2020 to 02/22/2020.

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, 21 contracts were approved totaling approximately \$829,000.

There was no credit card activity for the Interim City Manager for the reporting period.

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City of Milpitas

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

For the month of March 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
Total \$ All Contracts:		\$ 829,265	\$ 10,901	\$ 818,364
Total Qty All Contracts:	21			
Average Contract \$:	\$ 39,489			

Department	PO #	Total \$ Amount	\$ Spent To Date	Remaining \$ Balance
Building Safety and Housing	1	\$ 95,000	\$ -	\$ 95,000
City Manager	3	\$ 145,000	\$ 4,625	\$ 140,375
City Attorney	0	\$ -	\$ -	\$ -
Engineering Department	4	\$ 45,742	\$ -	\$ 45,742
Finance Department	1	\$ 80,000	\$ -	\$ 80,000
Fire Department	3	\$ 55,913	\$ -	\$ 55,913
Human Resources	1	\$ 22,792	\$ -	\$ 22,792
Information Technology	0	\$ -	\$ -	\$ -
Non-Departmental	0	\$ -	\$ -	\$ -
Planning Department	1	\$ 70,000	\$ -	\$ 70,000
Police Department	1	\$ 9,934	\$ -	\$ 9,934
Public Works	5	\$ 263,311	\$ -	\$ 263,311
Recreation and Community Services	1	\$ 41,573	\$ 6,276	\$ 35,297

City of Milpitas
Detailed Listing of Approved City Manager (CM) Contracts \$100,000 and Below
For the month of March 2020

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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: 21	829,265	10,901	818,364
Average Contract \$: 39,489			

Department	PO #	PO Date	Vendor #	Vendor Name	Full Description	Total \$ Amount	\$ Spent To Date	Remaining \$ Balance
Building Safety and Housing Sub-Total	1					\$ 95,000	\$ -	\$ 95,000
Building Safety and Housing	FY20558	03/06/20	18619	Municipal Plan Check Services	Building Safety Consultancy Services	\$ 95,000	\$ -	\$ 95,000
City Manager Sub-Total	3					\$ 145,000	\$ 4,625	\$ 140,375
City Manager	FY20107	03/06/20	19011	Better Block	Workshop and Site Development Project - Main Street	\$ 50,000	\$ 4,625	\$ 45,375
City Manager	FY20108	03/16/20	19019	Nextflex Learning Programs	Next Flex Factor Program	\$ 5,000	\$ -	\$ 5,000
City Manager	FY20109	03/23/20	18924	SAE Communications	Communications Counsel Services/On-Call Public Information Officer (PIO) and Recruitment/Assessment Services	\$ 90,000	\$ -	\$ 90,000
City Attorney Sub-Total	0					\$ -	\$ -	\$ -
Engineering Department Sub-Total	4					\$ 45,742	\$ -	\$ 45,742
Engineering	C344711	03/12/20	19017	3C Engineering, Inc.	Fire Station No. 2 Replacement Project Building Commissioning Services	\$ 16,125	\$ -	\$ 16,125
Engineering	C344712	03/24/20	19024	Crown Worldwide Moving	Fire Station No. 2 Moving Service	\$ 9,417	\$ -	\$ 9,417
Engineering	C344713	03/24/20	14893	Tesco Controls Inc.	Fire Station No. 2 Traffic Signal Service Enclosure with Battery Back up System	\$ 8,366	\$ -	\$ 8,366
Engineering	C428800	03/16/20	19009	Actelis Networks, INC.	One Unit Traffic Signal Network Modem	\$ 11,835	\$ -	\$ 11,835
Finance Department Sub-Total	1					\$ 80,000	\$ -	\$ 80,000
Finance Department	FY20313	03/12/20	10869	MVP Repair Service	On-Call Construction and Water Meters Maintenance	\$ 80,000	\$ -	\$ 80,000
Fire Department Sub-Total	3					\$ 55,913	\$ -	\$ 55,913
Fire Department	FY20805	03/03/20	13916	Hargis & Associates	Fire Captain & Fire Engineer Examination Services	\$ 16,500	\$ -	\$ 16,500
Fire Department	FY20806	03/06/20	19010	Intterra, Inc	Intterra Analytics & Reporting Software Licenses and Annual Support Services	\$ 33,143	\$ -	\$ 33,143
Fire Department	FY20807	03/06/20	19012	Active Wellness LLC	Fireflex Yoga Pilot Program	\$ 6,270	\$ -	\$ 6,270
Human Resources Sub-Total	1					\$ 22,792	\$ -	\$ 22,792
Human Resources	C342723	03/06/20	17553	PCD Inc	LCD Display Upgrade at City Hall Lobby and City Council Conference Room	\$ 22,792	\$ -	\$ 22,792
Information Technology Sub-Total	0					\$ -	\$ -	\$ -
Information Technology						\$ -	\$ -	\$ -
Non-Departmental Sub-Total	0					\$ -	\$ -	\$ -

City of Milpitas
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HCR

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Department	PO #	PO Date	Vendor #	Vendor Name	Full Description	Total \$ Amount	\$ Spent To Date	Remaining \$ Balance
Planning Department Sub-Total	1					\$ 70,000	\$ -	\$ 70,000
Planning Department	FY20500	03/06/20	18218	Michael Baker International	Specialized Planning Services on Zoning Ordinance	\$ 70,000	\$ -	\$ 70,000
Police Department Sub-Total	1					\$ 9,934	\$ -	\$ 9,934
Police Department	DP20717	03/12/20	16795	B&H Foto & Electronics Corp	Eleven Units Samsung Computer Monitors	\$ 9,934	\$ -	\$ 9,934
Public Works Department Sub-Total	5					\$ 263,311	\$ -	\$ 263,311
Public Works	DP20415	03/06/20	18976	Raftelis Financial Consultants	Utilities Fee Study to Update Public Work's User Fees and the City's Connections Fees for Water, Sewer, and Storm	\$ 71,940	\$ -	\$ 71,940
Public Works	DP20416	03/24/20	15990	Cal-West	Install Video Detection Cable and Components at Greatmall Parkway and Abel Street	\$ 7,571	\$ -	\$ 7,571
Public Works	FY20436	03/06/20	16311	CSG Consultants Inc	Stormwater Facility Inspections	\$ 98,800	\$ -	\$ 98,800
Public Works	FY20437	03/06/20	17050	Pump Repair Service Company	On-Call Pump Repair Service	\$ 25,000	\$ -	\$ 25,000
Public Works	FY20438	03/24/20	19025	FD Underground Inc.	On-Call Water Meter Replacement	\$ 60,000	\$ -	\$ 60,000
RCS Sub-Total	1					\$ 41,573	\$ 6,276	\$ 35,297
Recreation and Community Services	DP20605	03/24/20	19027	ArtsMarket, Inc.	Performing Arts Center Feasibility Study	\$ 17,150	\$ -	\$ 17,150
Recreation and Community Services	FY20629	03/03/20	18495	Le, Thong	FY2019-FY2020 Independent Contractor - Instructor Senior Center Oil Painting Classes	\$ 9,260	\$ 3,975	\$ 5,285
Recreation and Community Services	FY20630	03/03/20	18325	Daldon, Fernanda	FY2019-FY2020 Independent Contractor - Instructor Senior Center Exercise Classes	\$ 3,660	\$ -	\$ 3,660
Recreation and Community Services	FY20631	03/03/20	17492	Perrina, Toni	FY2019-FY2020 Independent Contractor - Instructor Senior Center Fitness Classes	\$ 2,258	\$ 536	\$ 1,722
Recreation and Community Services	FY20632	03/03/20	Y3428	Ly, Can Tu	FY2019-FY2020 Independent Contractor - Instructor Senior Center Line Dance Classes	\$ 3,960	\$ 1,765	\$ 2,195
Recreation and Community Services	FY20633	03/03/20	15898	Ling, Betty	FY2019-FY2020 Independent Contractor - Instructor Senior Center Chinese Brush Painting Classes	\$ 5,285	\$ -	\$ 5,285