

# MEMORANDUM

Finance Department



**DATE:** June 9, 2020

**TO:** Finance Subcommittee

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

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

*WCR*

**CC:** City Attorney's Office

**SUBJECT:** **May 2020 Report of City Manager Approved Contracts and City Manager Procurement Card Activity (03/23/2020- 04/22/2020)**

This memorandum transmits the May 2020 Report of City Manager Approved Contracts and the City Manager's Procurement Card activity for the period 03/23/2020 to 04/22/2020.

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 City Manager for the prior month under his contract approval authority. For the reporting period, 17 contracts were approved totaling approximately \$409,000.

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 May 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*

	<i>Total \$ Amount</i>	<i>\$ Spent To Date</i>	<i>Remaining \$ Balance</i>
<b>Total \$ All Contracts:</b>	<b>\$ 408,572</b>	<b>\$ 17,770</b>	<b>\$ 390,802</b>
<b>Total Qty All Contracts:</b>	<b>17</b>		
<b>Average Contract \$:</b>	<b>\$ 24,034</b>		

Department	PO #	Total \$ Amount	\$ Spent To Date	Remaining \$ Balance
<i>Building Safety and Housing</i>	0	\$ -	\$ -	\$ -
<i>City Manager</i>	1	\$ 25,000	\$ -	\$ 25,000
<i>City Attorney</i>	0	\$ -	\$ -	\$ -
<i>Engineering Department</i>	2	\$ 49,950	\$ 9,103	\$ 40,847
<i>Finance Department</i>	1	\$ 4,823	\$ -	\$ 4,823
<i>Fire Department</i>	2	\$ 25,203	\$ -	\$ 25,203
<i>Human Resources</i>	1	\$ 31,900	\$ 8,667	\$ 23,233
<i>Information Technology</i>	1	\$ 15,514	\$ -	\$ 15,514
<i>Non-Departmental</i>	0	\$ -	\$ -	\$ -
<i>Planning Department</i>	0	\$ -	\$ -	\$ -
<i>Police Department</i>	3	\$ 97,206	\$ -	\$ 97,206
<i>Public Works</i>	5	\$ 153,982	\$ -	\$ 153,982
<i>Services</i>	1	\$ 4,995	\$ -	\$ 4,995

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

Note: CM Authority at <\$100,000 until  
12/06/17; <\$50,000 12/07/17 until  
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<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>Building Safety and Housing Sub-Total</b>	<b>0</b>					\$ -	\$ -	\$ -
Building Safety and Housing								
<b>City Manager Sub-Total</b>	<b>1</b>					<b>\$ 25,000</b>	<b>\$ -</b>	<b>\$ 25,000</b>
City Manager	FY20111	05/18/20	11045	Liebert Cassidy Whitmore	Labor Negotiation Services - April 21, 2020 to June 30, 2021	\$ 25,000	\$ -	\$ 25,000
<b>City Attorney Sub-Total</b>	<b>0</b>					<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Engineering Department Sub-Total</b>	<b>2</b>					<b>\$ 49,950</b>	<b>\$ 9,103</b>	<b>\$ 40,847</b>
Engineering	C344714	05/18/20	15990	Cal-West	Traffic Signal Cabinet Relocation for Fire Station No. 2 Renovation Project No. 3447	\$ 24,950	\$ -	\$ 24,950
Engineering	FY20456	05/11/20	18506	Kier & Wright Civil Engineers	On-Call Surveying Service, Subdivision Map, Legal Plat Reviews	\$ 25,000	\$ 9,103	\$ 15,897
<b>Finance Department Sub-Total</b>	<b>1</b>					<b>\$ 4,823</b>	<b>\$ -</b>	<b>\$ 4,823</b>
Finance Department	DP20303	05/26/20	17698	Municipal Emergency Services	Two Units Seek Scan Thermal Kits - EM2002 Project COVID-19	\$ 4,823	\$ -	\$ 4,823
<b>Fire Department Sub-Total</b>	<b>2</b>					<b>\$ 25,203</b>	<b>\$ -</b>	<b>\$ 25,203</b>
Fire Department	DP20812	05/11/20	10188	Grainger Incorporated	Emergency COVID-19 Personal Protective Supplies such as Safety Glasses, Disposable Gloves, Polyethylene Gown, Cleaner, and Disinfectant.	\$ 17,203	\$ -	\$ 17,203
Fire Department	DP20813	05/11/20	18372	PulsePoint Foundation	Pulse Point Respond License Maintenance and Support - Renewal 01/01/20-12/31/21	\$ 8,000	\$ -	\$ 8,000
<b>Human Resources Sub-Total</b>	<b>1</b>					<b>\$ 31,900</b>	<b>\$ 8,667</b>	<b>\$ 23,233</b>
Human Resources	FY20110	05/05/20	16355	Peckham & McKenney, Inc.	Recruitment Services - HR Director	\$ 31,900	\$ 8,667	\$ 23,233
<b>Information Technology Sub-Total</b>	<b>1</b>					<b>\$ 15,514</b>	<b>\$ -</b>	<b>\$ 15,514</b>

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

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Department	PO #	PO Date	Vendor #	Vendor Name	Full Description	Total \$ Amount	\$ Spent To Date	Remaining \$ Balance
Information Technology	DP20912	05/18/20	16701	Universal Security & Fire Inc.	Three year Pinnacle License & Software Update and Support for Security Control Access System.	\$ 15,514	\$ -	\$ 15,514
<b>Non-Departmental Sub-Total</b>	<b>0</b>					<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

**City of Milpitas**

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**For the month of May 2020**

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Department	PO #	PO Date	Vendor #	Vendor Name	Full Description	Total \$ Amount	\$ Spent To Date	Remaining \$ Balance	
<b>Planning Department Sub-Total</b>	<b>0</b>					\$ -	\$ -	\$ -	
Planning Department						\$ -	\$ -	\$ -	
<b>Police Department Sub-Total</b>	<b>3</b>					<b>\$ 97,206</b>	<b>\$ -</b>	<b>\$ 97,206</b>	
Police Department	C344302	05/18/20	19014	W.S. Darley & Co.	Four Units - Unmanned Aircraft Systems	\$ 41,331	\$ -	\$ 41,331	
Police Department	DP20720	05/11/20	18855	Allmodular Systems, Inc.	Police Department Furniture Removal and Installation Phase III	\$ 15,875	\$ -	\$ 15,875	
Police Department	DP20721	05/11/20	19040	Flock Safety	Twenty Units Stationary Automated License Plate Reader	\$ 40,000	\$ -	\$ 40,000	
<b>Public Works Department Sub-Total</b>	<b>5</b>					<b>\$ 153,982</b>	<b>\$ -</b>	<b>\$ 153,982</b>	
Public Works	C340313	05/18/20	18770	Mary McGrath Architects	Fire Station No. 1 Window Design, Planning and Project Management	\$ 19,750	\$ -	\$ 19,750	
Public Works	C511300	05/11/20	19041	Saviano Company Inc	Gill Memorial Park Courts Resurfacing	\$ 59,000	\$ -	\$ 59,000	
Public Works	DP20420	05/11/20	14667	FJM Truck & Trailer Center	F057 Fire Engine Repair	\$ 6,810	\$ -	\$ 6,810	
Public Works	DP20422	05/11/20	18361	Makai Solutions	Fleet Maintenance Vehicle Lift Repairs	\$ 8,422	\$ -	\$ 8,422	
Public Works	DP20423	05/18/20	10062	Preston Pipelines Inc.	On-Call Water Pipeline Repair Services	\$ 60,000	\$ -	\$ 60,000	
<b>RCS Sub-Total</b>	<b>1</b>					<b>\$ 4,995</b>	<b>\$ -</b>	<b>\$ 4,995</b>	
Recreation and Community Services	DP20607	05/18/20	17631	Peninsulators Inc	Provide and Install Window Coverings for Community Center	\$ 4,995	\$ -	\$ 4,995	