

# MEMORANDUM

Finance Department



**DATE:** December 14, 2020

**TO:** Finance Subcommittee

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

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

**CC:** City Attorney's Office

**SUBJECT:** **November 2020 Report of City Manager Approved Contracts and City Manager Procurement Card Activity (09/23/2020- 10/22/2020)**

This memorandum transmits the November 2020 Report of City Manager Approved Contracts and the City Manager's Procurement Card activity for the period 09/23/2020 to 10/22/2020.

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, 25 contracts were approved totaling approximately \$813,000.

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 November 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

		<u>Total \$ Amount</u>	<u>\$ Spent To Date</u>	<u>Remaining \$ Balance</u>
<b>Total \$ All Contracts:</b>		\$ 812,780	\$ 6,569	\$ 806,211
<b>Total Qty All Contracts:</b>	25			
<b>Average Contract \$:</b>	\$ 32,511			

Department	PO #	Total \$ Amount	\$ Spent To Date	Remaining \$ Balance
<b>Building Safety and Housing</b>	1	\$ 9,722	\$ -	\$ 9,722
<b>City Manager</b>	0	\$ -	\$ -	\$ -
<b>City Attorney</b>	0	\$ -	\$ -	\$ -
<b>Engineering Department</b>	3	\$ 91,750	\$ 6,569	\$ 85,181
<b>Finance Department</b>	3	\$ 28,925	\$ -	\$ 28,925
<b>Fire Department</b>	0	\$ -	\$ -	\$ -
<b>Human Resources</b>	1	\$ 98,000	\$ -	\$ 98,000
<b>Information Technology</b>	1	\$ 3,600	\$ -	\$ 3,600
<b>Non-Departmental</b>	0	\$ -	\$ -	\$ -
<b>Planning Department</b>	2	\$ 79,995	\$ -	\$ 79,995
<b>Police Department</b>	1	\$ 7,608	\$ -	\$ 7,608
<b>Public Works</b>	12	\$ 472,757	\$ -	\$ 472,757
<b>Recreation and Community Service</b>	1	\$ 20,423	\$ -	\$ 20,423

**City of Milpitas**

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

Note: CM Authority at <\$100,000 until 12/06/17; <\$50,000 12/07/17 until 6/15/18  
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						<u>Total \$ Amount</u>	<u>\$ Spent To Date</u>	<u>Remaining \$ Balance</u>
<b>Total \$ All Contracts:</b>						<b>812,780</b>	<b>6,569</b>	<b>806,211</b>
<b>Total Qty All Contracts:</b>	<b>25</b>							
<b>Average Contract \$:</b>	<b>\$ 32,511</b>							

Department	PO #	PO Date	Vendor #	Vendor Name	Contract Description	Total \$ Amount	\$ Spent To Date	Remaining \$ Balance
<b>Building Safety and Housing Sub-Total</b>	<b>1</b>					<b>\$ 9,722</b>	<b>\$ -</b>	<b>\$ 9,722</b>
Building Safety and Housing	DP21550	11/12/20	17227	Environmental Systems Inc	Air Conditioning Replacement at 254 Parc Place	\$ 9,722	\$ -	\$ 9,722
<b>City Manager Sub-Total</b>	<b>0</b>					<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
City Manager							\$ -	
City Manager							\$ -	
<b>City Attorney Sub-Total</b>	<b>0</b>					<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Engineering Department Sub-Total</b>	<b>3</b>					<b>\$ 91,750</b>	<b>\$ 6,569</b>	<b>\$ 85,181</b>
Engineering	C707617	11/23/20	19026	Pacific Coast Well Drilling	Consultancy Services for Curtis Well Condition Assessment Project	\$ 12,300	\$ -	\$ 12,300
Engineering	FY21452	11/12/20	18506	Kier & Wright Civil Engineers	On-Call Subdivision Map, legal plat reviews and surveying services, Initial year of three year term (July 1, 2020 to June 30, 2023)	\$ 25,000	\$ -	\$ 25,000
Engineering	MA21451	11/12/20	18795	Articulate Solutions	Graphic Design Services to develop a 2021-2026 Capital Improvement Program (CIP) Document	\$ 54,450	\$ 6,569	\$ 47,881
<b>Finance Department Sub-Total</b>	<b>3</b>					<b>\$ 28,925</b>	<b>\$ -</b>	<b>\$ 28,925</b>
Finance Department	DP21303	11/12/20	18620	ClearSource Financial	Consultancy Services for Master Fee Schedule and Cost Allocation Plan Update, October 9, 2020 to October 8, 2021	\$ 9,900	\$ -	\$ 9,900
Finance Department	FY21308	11/23/20	10362	San Jose, City of	Minimum Wage Enforcement Services, FY2020-2021 (Initial year of three)	\$ 15,000	\$ -	\$ 15,000

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Department	PO #	PO Date	Vendor #	Vendor Name	Contract Description	Total \$ Amount	\$ Spent To Date	Remaining \$ Balance
<b>Planning Department Sub-Total</b>	<b>2</b>					<b>\$ 79,995</b>	<b>\$ -</b>	<b>\$ 79,995</b>
Planning Department	DP21501	11/03/20	19096	Symbium Corp	Three Year License Fee for Accessory Dwelling Units (ADUs), a cloud-based software solutions that allow residents to streamline certain planning, zoning, building, permitting, or other government processes.	\$ 60,000	\$ -	\$ 60,000
Planning Department	FY21501	11/23/20	19104	Granicus	Short-term Rental Monitoring - Master Subscription Agreement, November 04, 2020 to November 03, 2021	\$ 19,995	\$ -	\$ 19,995
<b>Police Department Sub-Total</b>	<b>1</b>					<b>\$ 7,608</b>	<b>\$ -</b>	<b>\$ 7,608</b>
Police Department	C344303	11/12/20	19038	DroneSense, Inc.	Unmanned Aircraft Systems Software Management Program Licenses (5), August 01, 2020 to July 31, 2021	\$ 7,608	\$ -	\$ 7,608
<b>Public Works Department Sub-Total</b>	<b>12</b>					<b>\$ 472,757</b>	<b>\$ -</b>	<b>\$ 472,757</b>
Public Works	C344900	11/19/20	17857	Suarez & Munoz Construction	On-Call Irrigation Repair Service, November 15, 2020 to November 14, 2021	\$ 54,000	\$ -	\$ 54,000
Public Works	C346202	11/23/20	18402	Dormatech Mechanical Systems	On-Call HVAC Repair Service, November 19, 2020 to November 18, 2021	\$ 60,000	\$ -	\$ 60,000
Public Works	C426706	11/23/20	10177	George Bianchi	On-Call Sound Wall and Barrier Repair, November 9, 2020 to November 8, 2021	\$ 60,000	\$ -	\$ 60,000
Public Works	DP21412	11/03/20	14667	FJM Truck & Trailer Center	Emergency Radiator Replacement Fire Engine No. E89	\$ 9,306	\$ -	\$ 9,306

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Public Works	DP21413	11/03/20	10314	Mission Valley Ford	Emergency Repair of Dump Truck No. U106	\$ 5,329	\$ -	\$ 5,329
Public Works	DP21414	11/03/20	14667	FJM Truck & Trailer Center	Emergency Repair of Fire Engine No. F049	\$ 8,538	\$ -	\$ 8,538
Public Works	DP21415	11/06/20	12364	JWC Environmental	Purchase of Parts for Main Lift Station Channel Grinders	\$ 37,085	\$ -	\$ 37,085
Public Works	DP21416	11/12/20	19107	Maddaus Water Management, Inc.	Consultancy Services for 2020 Urban Water Management Plan, October 5, 2020 to December 31, 2021	\$ 55,040	\$ -	\$ 55,040
Public Works	DP21417	11/19/20	11683	Western Pacific Signal, Inc.	Traffic Control System Training, On-call Support Services, October 28, 2020 to October 27, 2021	\$ 60,000	\$ -	\$ 60,000
Public Works	DP21418	11/19/20	11840	Hach Company	Parts and Preventive Maintenance of Ammonia Mono Chloramine Analyzer Equipment installed at Gibraltar Pumping Plant, October 22, 2020 - October 21, 2025	\$ 49,853	\$ -	\$ 49,853
Public Works	FY21430	11/23/20	18187	SmartCover Systems	Smart Covers Renewal, an integrated and real-time remote water level monitoring system, December 01, 2020 to November 30, 2021	\$ 34,726	\$ -	\$ 34,726
Public Works	MA21407	11/12/20	19108	PSI Water Technologies, Inc	Installation including start-up, and one month rental of Monoclor Traction Control System ( TCS) Trailer	\$ 38,880	\$ -	\$ 38,880
<b>RCS Sub-Total</b>	<b>1</b>					<b>\$ 20,423</b>	<b>\$ -</b>	<b>\$ 20,423</b>

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Recreation and Community Services	DP21600	11/19/20	17460	CCT Technologies Inc	55 units of Acer Chrome Laptops for Senior Center	\$ 20,423	\$ -	\$ 20,423