

# MEMORANDUM

Finance Department



**DATE:** October 7, 2020

**TO:** Finance Subcommittee

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

A handwritten signature in blue ink that reads "Steven G. McHarris".

A handwritten signature in black ink that reads "WCR".

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

**CC:** City Attorney's Office

**SUBJECT:** **September 2020 Report of City Manager Approved Contracts and City Manager Procurement Card Activity (07/23/2020- 08/22/2020)**

This memorandum transmits the September 2020 Report of City Manager Approved Contracts and the City Manager's Procurement Card activity for the period 07/23/2020 to 08/22/2020.

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, 21 contracts were approved totaling approximately \$822,000.

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 September 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>\$ 854,603</b>	<b>\$ 32,462</b>	<b>\$ 822,141</b>
<b>Total Qty All Contracts:</b>	<b>21</b>		
<b>Average Contract \$:</b>	<b>\$ 40,695</b>		

Department	PO #	Total \$ Amount	\$ Spent To Date	Remaining \$ Balance
<i>Building Safety and Housing</i>	0	\$ -	\$ -	\$ -
<i>City Manager</i>	1	\$ 50,000	\$ -	\$ 50,000
<i>City Attorney</i>	0	\$ -	\$ -	\$ -
<i>Engineering Department</i>	1	\$ 93,050	\$ -	\$ 93,050
<i>Finance Department</i>	3	\$ 45,777	\$ -	\$ 45,777
<i>Fire Department</i>	3	\$ 177,000	\$ 6,682	\$ 170,318
<i>Human Resources</i>	0	\$ -	\$ -	\$ -
<i>Information Technology</i>	3	\$ 85,183	\$ -	\$ 85,183
<i>Non-Departmental</i>	0	\$ -	\$ -	\$ -
<i>Planning Department</i>	1	\$ 99,995	\$ -	\$ 99,995
<i>Police Department</i>	3	\$ 87,551	\$ -	\$ 87,551
<i>Public Works</i>	5	\$ 178,373	\$ 19,692	\$ 158,681
<i>Recreation and Community Services</i>	1	\$ 37,674	\$ 6,088	\$ 31,586

**City of Milpitas**

**Detailed Listing of Approved City Manager (CM) Contracts \$100,000 and Below**  
For the month of September 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>							<b>854,603</b>	<b>32,462</b>	<b>822,141</b>
<b>Total Qty All Contracts:</b>		<b>21</b>							
<b>Average Contract \$:</b>	<b>\$</b>	<b>40,695</b>							
<b>Department</b>	<b>PO #</b>	<b>PO Date</b>	<b>Vendor #</b>	<b>Vendor Name</b>	<b>Contract 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>					<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	
Building Safety and Housing									
<b>City Manager Sub-Total</b>	<b>1</b>					<b>\$ 50,000</b>	<b>\$ -</b>	<b>\$ 50,000</b>	
City Manager	DP21100	09/08/20	19074	RJA Management Services	Professional Executive Coaching, Aug. 17, 2020 to Aug 16, 2022.	\$ 50,000	\$ -	\$ 50,000	
<b>City Attorney Sub-Total</b>	<b>0</b>					<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	
<b>Engineering Department Sub-Total</b>	<b>1</b>					<b>\$ 93,050</b>	<b>\$ -</b>	<b>\$ 93,050</b>	
Engineering	C510205	09/22/20	19093	Padre Associates, Inc	Soil Management Plan and Environmental Oversight and Monitoring Services, McCandless Par, Project No. 5102	\$ 93,050	\$ -	\$ 93,050	
<b>Finance Department Sub-Total</b>	<b>3</b>					<b>\$ 45,777</b>	<b>\$ -</b>	<b>\$ 45,777</b>	
Finance Department	DP21300	09/08/20	18699	The Lew Edwards Group	Ballot Measure F Outreach Support	\$ 31,000	\$ -	\$ 31,000	
Finance Department	FY21304	09/18/20	13619	Willdan Financial Services	FY2020-2021 Community Facilities District Administration	\$ 7,777	\$ -	\$ 7,777	
Finance Department	FY21305	09/18/20	13619	Willdan Financial Services	FY2020-2021 Continuing Disclosure Consultancy Services	\$ 7,000	\$ -	\$ 7,000	
<b>Fire Department Sub-Total</b>	<b>3</b>					<b>\$ 177,000</b>	<b>\$ 6,682</b>	<b>\$ 170,318</b>	
Fire Department	FY21800	09/01/20	10149	LN Curtis & Sons	FY2020-2021 Personal Protective Equipment (PPE) for Fire Department - non-COVID related.	\$ 99,000	\$ 6,682	\$ 92,318	
Fire Department	FY21801	09/01/20	17130	The Permanente Medical	FY2020-2021 Medical Services for Fire Department Uniformed Personnel	\$ 60,000	\$ -	\$ 60,000	
Fire Department	FY21802	09/04/20	18480	Stanford Health Care	FY2020-2021 Emergency Medical Services (EMS) Medical Director Consultancy for Emergency Medical Services (year one of three)	\$ 18,000	\$ -	\$ 18,000	
<b>Human Resources Sub-Total</b>	<b>0</b>					<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	
Human Resources									
<b>Information Technology Sub-Total</b>	<b>3</b>					<b>\$ 85,183</b>	<b>\$ -</b>	<b>\$ 85,183</b>	
Information Technology	DP21903	09/18/20	19085	Etheric Networks Inc.	Data Center to Crowne Plaza Microwave Radio Link for Data Communications Systems	\$ 10,384	\$ -	\$ 10,384	
Information Technology	DP21904	09/28/20	18491	Portford Solutions Group Inc	Merge/Consolidate two AX (Automatic Transmission) Applications.	\$ 4,800	\$ -	\$ 4,800	
Information Technology	C342727	09/04/20	18423	SHI International Corp	Darktrace Security Appliance Enterprise Immune System	\$ 69,999	\$ -	\$ 69,999	
<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 September 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 Qty All Contracts:**

**21**

**Average Contract \$:**

**\$**

**40,695**

<u>Total \$ Amount</u>	<u>\$ Spent To Date</u>	<u>Remaining \$ Balance</u>
<b>854,603</b>	<b>32,462</b>	<b>822,141</b>

Department	PO #	PO Date	Vendor #	Vendor Name	Contract Description	Total \$ Amount	\$ Spent To Date	Remaining \$ Balance
<b>Planning Department Sub-Total</b>	<b>1</b>					<b>\$ 99,995</b>	<b>\$ -</b>	<b>\$ 99,995</b>
Planning Department	DP21500	09/18/20	19091	Metta Urban Design LLC	Consultancy Services for the Accessory Dwelling Unit (ADU) Development Handbook	\$ 99,995	\$ -	\$ 99,995
<b>Police Department Sub-Total</b>	<b>3</b>					<b>\$ 87,551</b>	<b>\$ -</b>	<b>\$ 87,551</b>
Police Department	DP21701	09/01/20	18386	Systems & Space Inc	Briefing Room Shelving and Weapons Storage Room	\$ 62,660	\$ -	\$ 62,660
Police Department	DP21702	09/15/20	17947	Miwail Corporation	Annual Ammunition purchase (400 units)	\$ 5,575	\$ -	\$ 5,575
Police Department	DP21703	09/15/20	11645	San Diego Police Equipment	Annual Ammunition purchase (74 units)	\$ 19,316	\$ -	\$ 19,316
<b>Public Works Department Sub-Total</b>	<b>5</b>					<b>\$ 178,373</b>	<b>\$ 19,692</b>	<b>\$ 158,681</b>
Public Works	C346300	09/18/20	18550	Brightview Landscape Services	On-Call Park Repairs and Replacement of Park Irrigation controllers, components, fixtures and appurtenances including Restroom fixtures	\$ 60,000	\$ 19,692	\$ 40,308
Public Works	MA21402	09/15/20	13726	Granite Construction Company	Hot Asphalt for the Street Maintenance Division to be used for various types of road repairs and maintenance throughout the City.	\$ 25,000	\$ -	\$ 25,000
Public Works	MA21403	09/15/20	10122	Reed & Graham Inc.	Hot Asphalt for the Street Maintenance Division to be used for various types of road repairs and maintenance throughout the City.	\$ 30,845	\$ -	\$ 30,845
Public Works	C341401	09/08/20	19081	Allana Buick & Bers, Inc.	Leak Investigation and Reporting Services Public Works and Police Department Building	\$ 30,000	\$ -	\$ 30,000
Public Works	C371511	09/28/20	12278	H.T. Harvey & Associates	Biological Monitoring for Wrigley Ford Creek Maintenance	\$ 32,528	\$ -	\$ 32,528
<b>RCS Sub-Total</b>	<b>1</b>					<b>\$ 37,674</b>	<b>\$ 6,088</b>	<b>\$ 31,586</b>
Recreation and Community Services	FY21601	09/01/20	18542	MoonChef LLC	FY2020-2021 Senior Nutrition Program Meals	\$ 37,674	\$ 6,088	\$ 31,586