

MEMORANDUM

Finance Department



DATE: September 8, 2020

TO: Finance Subcommittee

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

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

CC: City Attorney's Office

SUBJECT: **August 2020 Report of City Manager Approved Contracts and City Manager Procurement Card Activity (06/23/2020- 07/22/2020)**

This memorandum transmits the August 2020 Report of City Manager Approved Contracts and the City Manager's Procurement Card activity for the period 06/23/2020 to 07/22/2020.

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, 11 contracts were approved totaling approximately \$211,000.

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 August 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>
Total \$ All Contracts:		\$ 204,000	\$ 5,978	\$ 198,023
Total Qty All Contracts:	10			
Average Contract \$:	\$ 20,400			

Department	PO #	Total \$ Amount	\$ Spent To Date	Remaining \$ Balance
Building Safety and Housing	1	\$ 19,800	\$ -	\$ 19,800
City Manager	0	\$ -	\$ -	\$ -
City Attorney	0	\$ -	\$ -	\$ -
Engineering Department	0	\$ -	\$ -	\$ -
Finance Department	1	\$ 16,325	\$ -	\$ -
Fire Department	0	\$ -	\$ -	\$ 16,325
Human Resources	0	\$ -	\$ -	\$ -
Information Technology	0	\$ -	\$ -	\$ -
Non-Departmental	0	\$ -	\$ -	\$ -
Planning Department	0	\$ -	\$ -	\$ -
Police Department	1	\$ 10,000	\$ -	\$ 10,000
Public Works	7	\$ 157,875	\$ 5,978	\$ 151,898
Recreation and Community Services	0	\$ -	\$ -	\$ -

City of Milpitas
Detailed Listing of Approved City Manager (CM) Contracts \$100,000 and Below
For the month of August 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:						<u>Total \$ Amount</u>	<u>\$ Spent To Date</u>	<u>Remaining \$ Balance</u>
Total Qty All Contracts:						204,000	5,978	198,023
Average Contract \$:	\$							
		10						
		20,400						

Department	PO #	PO Date	Vendor #	Vendor Name	Contract Description	Total \$ Amount	\$ Spent To Date	Remaining \$ Balance
Building Safety and Housing Sub-Total	1					\$ 19,800	\$ -	\$ 19,800
Building Safety and Housing	FY21550	08/25/20	18030	Austin, Robert M	FY20-21 Property Management Services for 1432-1446 South Main St	\$ 19,800	\$ -	\$ 19,800
City Manager Sub-Total	0					\$ -	\$ -	\$ -
City Manager								
City Manager								
City Attorney Sub-Total	0					\$ -	\$ -	\$ -
Engineering Department Sub-Total	0					\$ -	\$ -	\$ -
Engineering								
Engineering								
Engineering								
Engineering								
Finance Department Sub-Total	1					\$ 16,325	\$ -	\$ -
Finance Department	FY21303	08/28/20	18153	HdL Coren & Cone	FY2020-2021 Property Tax Analysis	\$ 16,325		
Fire Department Sub-Total	0					\$ -	\$ -	\$ 16,325
Fire Department							\$ -	\$ 16,325
Human Resources Sub-Total	0					\$ -	\$ -	\$ -
Human Resources								
Information Technology Sub-Total	0					\$ -	\$ -	\$ -
Information Technology								
Non-Departmental Sub-Total	0					\$ -	\$ -	\$ -
							\$ -	

City of Milpitas
Detailed Listing of Approved City Manager (CM) Contracts \$100,000 and Below
For the month of August 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:
Average Contract \$:

Total \$ Amount
 204,000

\$ Spent To Date
 5,978

Remaining \$ Balance
 198,023

Department	PO #	PO Date	Vendor #	Vendor Name	Contract Description	Total \$ Amount	\$ Spent To Date	Remaining \$ Balance
Planning Department Sub-Total	0					\$ -	\$ -	\$ -
Planning Department							\$ -	
Police Department Sub-Total	1					\$ 10,000	\$ -	\$ 10,000
Police Department	FY21705	08/25/20	18112	Speakwrite LLC	Transcription Services for Police Reports and Audio/Video Recordings from July 30, 2020 through July 29, 2025	\$ 10,000	\$ -	\$ 10,000
Public Works Department Sub-Total	7					\$ 157,875	\$ 5,978	\$ 151,898
Public Works	C342604	08/14/20	14465	JJR Construction, Inc.	FY20-21 On-Call Concrete Sidewalk, Curb and Gutter Repairs at various sites throughout the City	\$ 60,000	\$ -	\$ 60,000
Public Works	C612602	08/08/20	18909	Layer 1 Networks, Inc.	Public Works Warehouse Structured Cabling	\$ 3,560	\$ -	\$ 3,560
Public Works	C713702	08/25/20	19075	ConstructlCON Corporation dba CIC	FY20-21 On-Call Aboveground / Underground Storage Tank Repair	\$ 60,000	\$ -	\$ 60,000
Public Works	DP21403	08/08/20	19082	Kone Inc.	Freight Elevator Repair at City Hall	\$ 8,849	\$ -	\$ 8,849
Public Works	DP21405	08/08/20	16619	Badger Meter Inc	Badger Compound Meters for Meter Replacement Program	\$ 9,418	\$ 5,978	\$ 3,441
Public Works	DP21406	08/14/20	18664	Peacock Systems	PPE for Fire Mobile Testing Unit (2000 pcs N95 Masks/33 cases of Gloves)	\$ 8,549	\$ -	\$ 8,549
Public Works	DP21407	08/25/20	17806	HydroScience Engineers	Engineering Services to complete the Water Quality Monitoring Plan for Drinking Water System	\$ 7,500	\$ -	\$ 7,500
RCS Sub-Total	0					\$ -	\$ -	\$ -
Recreation and Community Services								