

# MEMORANDUM

## Department of Finance



**To:** Finance Sub-Committee

**Through:** Steve McHarris, Interim City Manager *AM*

**From:** *J.P.* Walter C. Rossmann, Director of Finance

**By:** *J.P.* Cristina Benninghouse, Senior Accountant

**Subject:** **December 2019 Report of City Manager Approved Contracts and Interim City Manager Procurement Card Activity (10/23/2019 – 11/22/2019)**

**Date:** January 8, 2020

This memorandum transmits the December 2019 Report of City Manager Approved Contracts and the Interim City Manager's Procurement Card activity for the period 10/23/2019 to 11/22/2019.

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, 18 contracts were approved totaling approximately \$467,000.

There was no credit card activity for the Interim 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 December 2019**

**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**

	<b>Total \$ Amount</b>	<b>\$ Spent To Date</b>	<b>Remaining \$ Balance</b>
<b>Total \$ All Contracts:</b>	<b>\$ 467,024</b>	<b>\$ 18,743</b>	<b>\$ 448,281</b>
<b>Total Qty All Contracts:</b>	<b>18</b>		
<b>Average Contract \$:</b>	<b>\$ 25,946</b>		

<b>Department</b>	<b>PO #</b>	<b>Total \$ Amount</b>	<b>\$ Spent To Date</b>	<b>Remaining \$ Balance</b>
<i>Building Safety and Housing</i>	0	\$ -	\$ -	\$ -
<i>City Manager</i>	0	\$ -	\$ -	\$ -
<i>City Attorney</i>	0	\$ -	\$ -	\$ -
<i>Engineering Department</i>	4	\$ 29,527	\$ -	\$ 29,527
<i>Finance Department</i>	1	\$ 19,205	\$ 4,643	\$ 14,563
<i>Fire Department</i>	2	\$ 47,977	\$ 14,100	\$ 33,877
<i>Human Resources</i>	0	\$ -	\$ -	\$ -
<i>Information Technology</i>	0	\$ -	\$ -	\$ -
<i>Non-Departmental</i>	0	\$ -	\$ -	\$ -
<i>Planning Department</i>	0	\$ -	\$ -	\$ -
<i>Police Department</i>	3	\$ 27,779	\$ -	\$ 27,779
<i>Public Works</i>	6	\$ 326,765	\$ -	\$ 326,765
<i>Recreation and Community Services</i>	2	\$ 15,771	\$ -	\$ 15,771

**City of Milpitas**

**Detailed Listing of Approved City Manager (CM) Contracts \$100,000 and Below**  
For the month of December 2019

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:	18	Total \$ Amount	\$ 467,024	\$ Spent To Date	\$ 18,743	Remaining \$ Balance	\$ 448,281
Total Qty All Contracts:							
Average Contract \$:	\$ 25,946						

Department	PO #	PO Date	Vendor #	Vendor Name	Full Description	Total \$ Amount	\$ Spent To Date	Remaining \$ Balance
<b>Building Safety and Housing Sub-Total</b>	0					\$ -	\$ -	\$ -
						\$ -	\$ -	\$ -
						\$ -	\$ -	\$ -
<b>City Manager Sub-Total</b>	0					\$ -	\$ -	\$ -
						\$ -	\$ -	\$ -
<b>City Attorney Sub-Total</b>	0					\$ -	\$ -	\$ -
						\$ -	\$ -	\$ -
<b>Engineering Department Sub-Total</b>	4					\$ 29,527	\$ -	\$ 29,527
Engineering	C712616	12/05/19	18957	Mission Water Company LLC	Elkay Non-refrigerated Outdoor Drinking and Bottle Filling Station for the City's Parks	\$ 6,781	\$ -	\$ 6,781
Engineering	C712617	12/05/19	18957	Mission Water Company LLC	Elkay Bi-Level and Single Level Filtered, Refrigerated Drinking Water with Bottle Filling Station for the Milpitas Community Center and Senior Center	\$ 5,444	\$ -	\$ 5,444
Engineering	FY20452	12/13/19	17963	NBS Government Finance Group	Creation of Annual Engineers Reports, Assessment Computation, and Administration of City's Landscape Lighting Maintenance Assessment Districts 95-1 and 98-1	\$ 7,300	\$ -	\$ 7,300
Engineering	FY20453	12/20/19	13557	Union Pacific Railroad Company	Public Highway At-Grade Rail Crossing Agreement for S Milpitas Blvd	\$ 10,001	\$ -	\$ 10,001
<b>Finance Department Sub-Total</b>	1					\$ 19,205	\$ 4,643	\$ 14,563
Finance Department	C611804	12/13/19	10212	Maze & Associates	Review of Certain Accounting Records and Records Related to the Administration of the Wastewater Treatment Plan Master Agreement between the City of Milpitas and City of San Jose	\$ 19,205	\$ 4,643	\$ 14,563
<b>Fire Department Sub-Total</b>	2					\$ 47,977	\$ 14,100	\$ 33,877
Fire Department	FY20802	43812	18970	Coley Heath Investigations	FY2019-2020 Pre-Employment Background Check Services	\$ 24,000	\$ 14,100	\$ 9,900
Fire Department	FY20803	43812	12815	Physio Control Inc	FY2019-2020 Maintenance Service of Cardiac Monitors and CPR Devices	\$ 23,977	\$ -	\$ 23,977
						\$ -	\$ -	\$ -
<b>Human Resources Sub-Total</b>	0					\$ -	\$ -	\$ -
						\$ -	\$ -	\$ -

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<\$100,000 effective 6/16/18

Total \$ All Contracts:						Total \$ Amount	\$ Spent To Date	Remaining \$ Balance
Total Qty All Contracts:						\$ 467,024	\$ 18,743	\$ 448,281
Average Contract \$:	\$		18	25,946				
<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>Information Technology Sub-Total</b>	<b>0</b>					\$ -	\$ -	\$ -
							\$ -	\$ -
<b>Non-Departmental Sub-Total</b>	<b>0</b>					\$ -	\$ -	\$ -
Non-Departmental							\$ -	\$ -
<b>Planning Department Sub-Total</b>	<b>0</b>					\$ -	\$ -	\$ -
Planning							\$ -	\$ -
<b>Police Department Sub-Total</b>	<b>3</b>					\$ 27,779	\$ -	\$ 27,779
Police Department	DP20708	43812	17947	Miwall Corporation	Hornady Law Enforcement/Military Ammunition.	\$ 5,530	\$ -	\$ 5,530
Police Department	DP20710	43812	12890	Kustom Signals, Inc.	Pro Laser 4 Lidar Speed Detector	\$ 8,999	\$ -	\$ 8,999
Police Department	FY20708	43812	18971	Eastman Investigative Services	FY2019-2020 Pre-Employment Background Check Services	\$ 13,250	\$ -	\$ 13,250
<b>Public Works Department Sub-Total</b>	<b>6</b>					\$ 326,765	\$ -	\$ 326,765
Public Works	C427308	12/05/19	17857	Suarez & Munoz Construction	On-Call Irrigation Repair Services	\$ 60,000	\$ -	\$ 60,000
Public Works	DP20409	12/05/19	18968	B&T Service	Installation of Gasboy Fuel Management System	\$ 57,263	\$ -	\$ 57,263
Public Works	DP20411	12/13/19	18896	True Blue Automation Services	Repairs Services at Main Lift and Gibraltar Station	\$ 29,972	\$ -	\$ 29,972
Public Works	EQ20401	12/05/19	18967	LilyPad EV, LLC	Purchase of Electric Vehicle (EV) Charging Station Equipment at City Hall	\$ 51,029	\$ -	\$ 51,029
Public Works	EQ20402	12/05/19	18966	EMI Electric	Installation of EV Charging Station at City Hall	\$ 68,500	\$ -	\$ 68,500
Public Works	FY20433	12/05/19	18402	Dormatech Mechanical Systems	On-Call Heating, Ventilation and Air Conditioning (HVAC) Repair Services	\$ 60,000	\$ -	\$ 60,000
<b>RCS Sub-Total</b>	<b>2</b>					\$ 15,771	\$ -	\$ 15,771
Recreation and Community Services	DP20603	12/13/19	15047	Stuart Rental Company	Canopy for Lunar New Year Event	\$ 6,713	\$ -	\$ 6,713
Recreation and Community Services	EQ20600	12/13/19	16673	John Deere Government & Midcal Dealer	John Deere Gator TX California Model Year 2019	\$ 9,059	\$ -	\$ 9,059