



COUNCIL AGENDA: 8-8-06
ITEM: 2.7

Memorandum

TO: HONORABLE MAYOR AND
CITY COUNCIL

FROM: Scott P. Johnson

SUBJECT: SEE BELOW

DATE: July 19, 2006

Approved

Date

7/25/06

**SUBJECT: REPORT ON CONTRACT ACTIONS BY THE DIRECTOR OF FINANCE
DURING COUNCIL RECESS**

RECOMMENDATION

Accept the report on contract actions by the Director of Finance during Council recess.

OUTCOME

To ensure cost effective provisioning of City services during Council recess.

BACKGROUND

On December 15, 1992, Council adopted resolution No. 64250 authorizing the City Manager or his authorized designee to execute purchase orders, contracts, and contract amendments during a Council recess, if immediate action is necessary to avoid detriment to the City. The resolution directs the City Manager to report to Council any purchase orders, contracts, and contract amendments executed during the official Council recess at the first meeting following such Council recess.

ANALYSIS

The table on the second page of this memorandum identifies all actions taken by the City Manager or designee as authorized by Council resolution Number 64250 and includes the fiscal year the action was approved, type of contract approval, the date of the approval, the dollar amount, and the reason for the approval.

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Fiscal Year	Type of Contract Approval	Date of Approval	Dollar Amount	Reason for Approval
05-06	Encumbrance Adjustment of existing Purchase Order for Fuel for Water Pollution Control Plant (WPCP)	6/28/06	\$60,000	Finance increased the purchase order amount for fuel for WPCP on site vehicles and equipment to assure adequate fuel supply for the remainder of Fiscal Year 2005/2006.
06/07	Encumbrance Adjustment to existing Service Order for Repairs of Process Pumps at WPCP	7/14/06	\$150,595	Finance approved the current Service Order for \$95,000 on 5/18/06. The increase in the Service Order amount by \$55,595 was necessary to pay for unforeseen pump repairs.
06-07	Approval of Purchase Order for Managed Services for Data Network and Phones for City Hall.	7/1/06	\$157,500	Finance approved the Service Order to avoid disruption of services for operating and maintaining City Hall data network and phones for the period of 7/1/06 until 8/15/06. Staff will recommend approving the maintenance agreement for this service for the remainder of the fiscal year to Council on 8/15/06.
06-07	Reprographic/ Blueprint services as required for Public Works	7/1/06	\$200,000	Finance approved the Service Order for this fiscal year to avoid disruption of services for maintaining Public Works design plans.

POLICY ALTERNATIVES

Not applicable.

PUBLIC OUTREACH/INTEREST

Not Applicable.

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COORDINATION

This memorandum has been coordinated with the departments of Environmental Services, General Services, Information Technology, and the City Attorney's Office.

FISCAL POLICY ALIGNMENT

Not applicable.

COST SUMMARY/IMPLICATIONS

Not applicable.

BUDGET REFERENCE

Not applicable.

CEQA

Not a project.


SCOTT P. JOHNSON
Director, Finance

For questions, please contact Walter C. Rossmann, Chief Purchasing Officer, at (408) 535-7051.