



1 North San Antonio Road
Los Altos, California 94022-3087

M E M O R A N D U M

DATE: July 20, 2015
TO: City Council
FROM: Marcia Somers, City Manager
SUBJECT: CITY MANAGER – APPROVED PURCHASED BETWEEN \$50,000 AND \$75,000 FOR THE PERIOD APRIL 1 TO JUNE 30, 2015

At its annual City Council Retreat on January 24, 2015, the Council discussed the City Manager's signature authority to make purchases and enter into contracts and agreements in order to administer the affairs of the City pursuant to the adopted budget.

Council determined that to effectively utilize staff time and increase efficiency and timeliness of City operations and services, the City Manager's signature authority should be increased. At its February 10, 2015 meeting, the Council approved the City Manager's signature authority of up to \$75,000. Council requested quarterly updates from the City Manager regarding expenditures over \$50,000.

During the period April 1 to June 30, 2015, three consultant agreements were approved by the City Manager. The first agreement is with CSG Consultants, Inc. not to exceed \$70,000 for consultant services related to short-term staff augmentation as well as on-call engineering for development review. The second agreement, also with CSG, is in the amount of \$74,140 for consulting services related to repair/maintenance problem areas on CIP project WW-01001 regarding implementation of the Sanitary Sewer Master Plan Update. The third agreement for \$66,390 is with Bellecci & Associates Inc. for the structural reach replacement of certain sewer pipes as part of CIP Project WW-01002.