



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

**M E M O R A N D U M**

**DATE:** July 10, 2018  
**TO:** City Council  
**FROM:** Chris Jordan, City Manager  
**SUBJECT:** **CITY MANAGER – APPROVED PURCHASES BETWEEN \$50,000 AND \$75,000 FOR THE PERIOD APRIL 1, 2018 TO JUNE 30, 2018**

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The City Manager's signature authority for one-time purchases is up to \$75,000. Council requested quarterly updates from the City Manager regarding additional expenditures over \$50,000.

During the period, April 1, 2018 to June 30, 2018, there were two agreements/expenditures to report between \$50,000 and \$75,000 approved by the City Manager:

1. TJKM Transportation Consultants, Amendment 1, for the Feasibility Study for Loyola Corners adding \$7,950. The original agreement was previously reported to Council on January 10, 2017 for \$52,140. Total agreement is not to exceed \$60,090; and
2. West Coast Arborist for emergency tree work done in winter-spring 2018, not to exceed \$64,700.