



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

M E M O R A N D U M

DATE: October 9, 2018

TO: City Council

FROM: Chris Jordan, City Manager

SUBJECT: CITY MANAGER – APPROVED PURCHASES BETWEEN \$50,000 AND \$75,000 FOR THE PERIOD JULY 1 – SEPTEMBER 30, 2018

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 July 1 to September 30, 2018, there was only one new agreement to report between \$50,000 and \$75,000 approved by the City Manager:

1. Palo Alto Housing Corporation for administrative services for affordable housing, final cost not expected to exceed \$69,825.