



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

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

**DATE:** July 9, 2019  
**TO:** City Council  
**FROM:** Chris Jordan, City Manager  
**SUBJECT: CITY MANAGER – APPROVED PURCHASES BETWEEN \$50,000 AND \$75,000 FOR THE PERIOD APRIL 1 TO JUNE 30, 2019**

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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 to June 30, 2019, there are five agreements to report between \$50,000 and \$75,000 approved by the City Manager:

1. David J. Powers & Associates, Inc. for environmental document preparations at \$55,690;
2. Nova Partners, Inc. for project management services for the Community Center, \$68,450;
3. Bellecci and Associates, Inc. for consulting services for various Engineering Services tasks, \$74,576;
4. The Municipal Resource Group agreement for advisory services for the Engineering Services Department was amended on June 6, 2019 to add \$7,400 (totaling \$74,900). This agreement was amended again, adding \$35,000, which was approved by the Council on June 25, 2019 for a total of \$109,000; and
5. Architectural Resources Group agreement for historic consultant services for a historic structure report on Halsey House, \$50,503. The City received a government grant for (\$34,100) of the cost. Cost to the City is \$16,403.