



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

M E M O R A N D U M

DATE: October 22, 2019

TO: City Council

FROM: Chris Jordan, City Manager

SUBJECT: CITY MANAGER – APPROVED PURCHASES BETWEEN \$50,000 AND \$75,000 FOR THE PERIOD JULY 1 TO SEPTEMBER 30, 2019

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

1. Structech Engineering for Design and Professional Consulting Services for Plan review of Community Center and Shoup Park for \$70,000;
2. Nova Partners, Inc. for Project Management Services for the Community Center was amended on September 11, 2019 to add \$6,500 (totaling \$74,950). The original Nova Partners, Inc. agreement was reported to Council on this same report that went to Council on July 9, 2019; and
3. R3 Consulting Group, Inc. for on call solid waste support services for the City was amended on September 12, 2019 to add \$41,730 (totaling \$67,560).