



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

MEMORANDUM

DATE: October 13, 2020

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 JULY 31, 2020 AND JULY 1 TO SEPTEMBER 30**

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 of April 1 to July 31, there are two agreements to report between \$50,000 and \$75,000 approved by the City Manager:

1. Blue Point Planning, LLC for consulting services for operational and strategic planning for \$64,800;
2. BKF Engineers for on-call professional consulting services for various engineering tasks over a three-year period for \$70,000;

During the period July 1 to September 30, 2020, there were no agreements to report.