



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

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

**DATE:** April 25, 2017  
**TO:** City Council  
**FROM:** Chris Jordan, City Manager  
**SUBJECT: CITY MANAGER – APPROVED PURCHASED BETWEEN \$50,000 AND \$75,000 FOR THE PERIOD JANUARY 1, 2017 TO MARCH 31, 2017**

---

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 January 1, 2017 to March 31, 2017, there were three agreements/expenditures to report between \$50,000 and \$75,000 approved by the City Manager.

- 1) The agreement with Berliner Cohen was increased by \$50,000 in January 2017 to pay for services rendered and budget for future litigation services;
- 2) The agreement with Liebert Cassidy Whitmore was increased by \$35,000 to \$69,300 in January 2017 to pay for services rendered and budget for future Human Resource services; and
- 3) In February 2017 the original agreement with Paradiso Mechanical, Inc. to remove and dispose of three storage tanks was increased by \$38,028 to \$65,811 to remove and dispose of two additional tanks.