



City Council Staff Report

From: City Manager

Report Type: INFORMATION REPORTS

Lead Department: Administrative Services

Meeting Date: September 9, 2024

Report #:2405-3058

TITLE

Semi-Annual Report of Contracts Awarded by the City Manager, Procurement Officer or Other Designated Employees for the period of January 1, 2024 through June 30, 2024

RECOMMENDATION

This is an informal report, no action is required

DISCUSSION

Palo Alto Municipal Code (PAMC) Section 2.30.710(a) requires the City Manager to provide a semi-annual report to Council consisting of contracts awarded by the City Manager, Procurement Officer or other designated employees for:

1. Goods contracts \$85,000 through \$250,000 per year (Attachment A), and
2. Professional and General Services \$25,000 through \$85,000 and Public Works Contracts \$85,000 through \$250,000 per year (Attachment B).

The contracts in Attachment A consist of eleven (11) distinct awards for goods, and the contracts in Attachment B consist of seventy-five (75) distinct awards for a wide range of services. These awards are a core element of the efficient and effective provision of services by the City to our community and reflect extensive coordination and prudent decision-making.

For informational purposes, Attachment C provides excerpts from the PAMC that set forth the authority designated by Council to the Procurement Officer to award and sign contracts (PAMC 2.30.200) and City Manager to award and sign contracts (PAMC 2.30.210).

ENVIRONMENTAL REVIEW

This activity is not a project under California Environmental Quality Act (CEQA) as defined in CEQA Guidelines, section 15378, because it has no potential for resulting in either a direct or reasonably foreseeable indirect physical change in the environment.

ATTACHMENTS

Attachment A: Goods Contracts Awarded \$85,000 through \$250,000 per year

Attachment B: Professional and General Services \$25,000 through \$85,000 per year and Public Works Contracts \$85,000 through \$250,000 per year

Attachment C: Excerpts from the Palo Alto Municipal Code

APPROVED BY:

Lauren Lai, Administrative Services Director