

## **CITY OPERATING PROCEDURE 247**

### **CITY MANAGER DESIGNATION OF THE HOLDERS OF CERTAIN CITY POSITIONS TO ENTER INTO, EXECUTE, APPROVE AND ACCEPT CERTAIN DOCUMENTS ON BEHALF OF THE CITY**

**February 26, 2004**

#### **Procedure Reference**

Charter Ordinance No. Seventy-Eight  
Ordinance No. CM-2290

#### **Procedure Purpose or Objective**

This policy provides a vehicle for the City Manager to designate the holders of certain city positions to enter into, execute, approve and accept certain documents on behalf of the city.

#### **Policy/Procedure Statement**

Pursuant to Charter Ordinance No. Seventy-Eight, the City Manager, or his/her designee, may enter into, execute, approve and accept, on behalf of the City, all contracts, agreements and other documents, as designated by the Governing Body. The Governing Body, by its passage of Ordinance No. CM-2290, has authorized the City Manager to execute, approve and accept the following documents on behalf of the City.

- Contracts and agreements when consideration does not exceed \$50,000
- Easement documents, deeds of dedication, contract work orders and utility relocation and right-of-way certifications and agreements
- Monetary change orders to existing contracts when the aggregate amount of the change orders does not exceed 10% of the base contract amount, subject to availability of authorized funding
- Non-monetary change orders

#### **Designation by City Manager**

Holders of the city positions set forth in Appendix A are hereby designated, on behalf of the City, to approve contracts and agreements when consideration does not exceed \$10,000, easement documents, deeds of dedication, contract work orders and utility relocation and right-of-way certifications and agreements, monetary change orders to existing contracts when the aggregate amount of the change orders does not exceed 10% of the base contract amount, subject to availability of authorized funding, up to a maximum of \$50,000, and non-monetary change orders, all as authorized by Ordinance No. CM-2290.

**Copy to City Manager**

All contracts, agreements, and change orders, approved by the holders of the city positions set forth in Appendix A, should be copied to the City Manager.

PREPARED BY:

APPROVED BY:

\_\_\_\_\_  
Jane Neff-Brain  
Senior Assistant City Attorney

\_\_\_\_\_  
John Nachbar  
City Manager

Attachments:

Appendix A. City positions designated to execute, approve and accept certain documents on behalf of the City

Distribution:

All Policy Book Holders

**NOTE: It is the Department Director's responsibility to distribute a copy of the policy/procedure to affected part-time and/or seasonal employees.**

06/13/01

02/26/04

Appendix A

CITY POSITIONS DESIGNATED TO EXECUTE, APPROVE AND ACCEPT  
CERTAIN DOCUMENTS ON BEHALF OF THE CITY

Director of Parks & Recreation  
Director of Finance, Budget & Administration  
Director of Public Works  
Human Resources Director  
Director of Planning & Development Services  
Police Chief  
Fire Chief  
Director of Law  
Presiding Judge  
Director of Information Technology