



CITY OF MOUNTAIN VIEW

MEMORANDUM

City Manager's Office

DATE: November 28, 2017

TO: Council Procedures Committee

FROM: Kimberly S. Thomas, Assistant to the City Manager

VIA: Daniel H. Rich, City Manager

SUBJECT: Review of Thresholds Requiring Council Authorization

BACKGROUND

This item was referred to the Council Procedures Committee (CPC) from the City Manager and was incorporated into the CPC agenda topics for the 2017 year. A policy update from the CPC in Fiscal Year 2011-12, had helped to increase administrative efficiencies by alleviating the number of items that were on the Council agenda for approval. This new referral was to review items brought to the Council, under the thresholds authorized for the City Manager, where similar efficiencies would be made.

ANALYSIS

In 2011-12 the City took action associated with a number of City Council approved recommendations from the CPC associated with the types of issues and thresholds requiring City Council action. At that time, a number of thresholds were updated in Council Policy A-10—Authorization to Execute City Contracts and Agreements and Increase Certain Limited Appropriations. Including various types of agreements, leases, transfers of property, acceptance of deeds, professional services, and other contracts and programs (Attachment 1—Council Policy A-10 with Exhibit—Authorization to Execute City Contracts and Agreements and Increase Certain Limited Appropriations).

The overall benefit of the CPC recommendation and Council action taken in 2010 and implemented in 2011, was to allow staff more time to focus on priorities; while not compromising the important decisions that are needed on behalf of the Council.

A current review of the of Council agenda items after the A-10 policy update shows two areas for which the thresholds were not adjusted, which may be areas to incorporate similar thresholds in a future update. These include:

- **Developer Deposit Received:** In limited instances, there are requests to increase appropriations, usually for the Public Works Department for developer deposits. These are an advance for services to be performed.
- **Claims:** For claims paid by the City where the policy threshold remains at \$30,000 for the City Manager and City Attorney concurring authority. (Attachment 2 – Council Policy B-5: Liability Claims Procedure).

In some cases items on the agenda that are lower than the City Manager threshold, may be on the agenda for acknowledgement of the donor or to comply with grant requirements.

RECOMMENDATION

Discuss and provide staff direction whether changes to thresholds required for Council approval for the settlement of claims or developer deposits.

DHR-KST/LS/1/MGR

609-11-28-17M-E

- Attachment:
1. [Council Policy A-10: Authorization to Execute City Contracts and Agreements and Increase Certain Limited Appropriations](#)
 2. [Council Policy B-5: B-5 Liability Claims Procedure](#)