



DATE: December 4, 2018

CATEGORY: Consent

DEPT.: City Manager's Office/Council Procedures Committee

TITLE: **Resolution Amending Council Policy A-10: Authorization to Execute City Contracts and Agreements and Increase Certain Limited Appropriations; and Council Policy B-5: Liability Claims Procedure**

RECOMMENDATION

Adopt a Resolution Amending Council Policy A-10: Authorization to Execute City Contracts and Agreements and Increase Certain Limited Appropriations; and Council Policy B-5: Liability Claims Procedure, to be read in title only, further reading waived (Attachment 1 to the Council report).

BACKGROUND

The Council Procedures Committee (CPC) is a standing Council committee that meets on an as-needed basis to discuss issues relating to City Council policies and/or procedures. This report addresses a recommendation by the CPC to review existing policies and current procedures, and explore options to make the acquisition of real property more expeditious.

ANALYSIS

This item was referred to the Council Procedures Committee (CPC) by the City Manager and was incorporated into the 2017 CPC agenda topics. A policy update from the CPC in Fiscal Year 2011-12 had helped to increase administrative efficiencies by reducing the number of items 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 could be achieved.

In Fiscal Year 2011-12, the City took action on a number of City Council-approved recommendations from the CPC regarding 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 2).

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 still bringing significant items to Council for approval. The subsequent review of the Council agenda items after the A-10 policy update showed two areas for which the thresholds were not adjusted.

On November 28, 2017, the CPC considered and discussed the staff recommendation to set similar thresholds for Developer Deposits Received and Claims in a future update (Attachments 2 and 3). The CPC approved the staff recommendation (Attachment 4) to consider amendments to two policies, A-10: increasing City Manager authority to \$100,000 for Developer Deposits; and B-5: increasing City Manager and City Attorney concurring authority from \$30,000 to \$100,000 for Liability Claims with amendments reflected in the attached resolution (Attachment 5). These changes will increase administrative efficiencies.

FISCAL IMPACT – There is no significant budgetary impact to this recommendation.

ALTERNATIVE

The City Council can modify or decline to accept the CPC recommendations.

PUBLIC NOTICING – Agenda posting.

Prepared by:

Kimberly S. Thomas
Assistant to the City Manager

Approved by:

Audrey Seymour Ramberg
Assistant City Manager

KST/KB/2/CAM
679-12-04-18CR-1

- Attachments:
1. Resolution
 2. [Existing Council Policy A-10: Authorization to Execute City Contracts and Agreements and Increase Certain Limited Appropriations](#)
 3. [Existing Council Policy B-5: Liability Claims Procedure](#)
 4. CPC Report Item – November 28, 2017
 5. Track Changes to Policy B-5
 6. Track Changes to Policy A-10
 7. Track Changes to Policy A-10 – Exhibit A