
SUBJECT: AUTHORIZATION TO EXECUTE CITY CONTRACTS AND AGREEMENTS AND INCREASE CERTAIN LIMITED APPROPRIATIONS NO.: A-10

PURPOSE:

To establish a general policy for the authorization to execute City contracts and agreements and increase certain limited appropriations related to grants, donations, and reimbursed expenditures.

POLICY:

The schedule of authorization to execute City contracts and agreements, and to increase appropriations related to grants, donations, and reimbursed expenditures is as set forth in Exhibit A attached.

The attached schedule indicates ~~17*15~~ categories of contracts and agreements commonly executed by the City, one category related to reimbursed services, and one category related to grants and donations. The letters CC, CM, DH, CA or PA after each category indicate the specific City official authorized to execute that category of contracts, agreements, or financial transactions. The letters "CC" indicate specific approval by the City Council. Approval of the City Council constitutes automatic authorization to the City Manager or his/her designee to sign the approved agreement on behalf of the City. The letters "CM" indicate City Manager or his/her representative designated in writing. The letters "DH" indicate a City department head or his/her representative designated in writing. The letters "PA" indicate the Purchasing Agent.

Any contract or agreement or grants, donations, and reimbursed expenditures not falling within any of the ~~17*5~~ categories is to be presented to the City Council for approval. Where a proposed contract, agreement, or financial transaction will require the expenditure of funds not yet budgeted by the City Council, a request for a Council appropriation of the necessary funds is to be made prior to the execution of the contract, agreement, or financial transaction.

The delegated authority for increasing appropriations for grants and donations not previously budgeted is limited to the Finance and Administrative Services Director and the City Manager at the levels indicated in Exhibit A, and includes the authority to credit such moneys to the appropriate fund which received the grant or donation and to increase appropriations in the department and fund that was the recipient of the grant

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or donation. Additionally, all grant and donation moneys received would be continuously appropriated until expended.

The delegated authority for increasing appropriations for reimbursed services not previously budgeted is limited to the Finance and Administrative Services Director and the City Manager at the levels indicated in Exhibit A, and includes the authority to accept reimbursement moneys for unbudgeted expenditures incurred by the City and credit such reimbursement moneys to the appropriate fund which incurred the cost.

Supersedes Resolution No. 15941 adopted April 9, 1996, and Resolution No. 15443 adopted July 29, 1992.

Effective Date: December 4, 2018, Resolution No. _____

Revised: March 4, 2014, Resolution No. 17840

Revised: June 26, 2012, Resolution No. 17698

Revised: December 7, 2010, Resolution No. 17571

Revised: November 23, 2004, Resolution No. 16945

Effective Date: April 26, 1976, Resolution No. 10910

(*Note: Items will be renumbered after two A-10 policy updates included on this Council Agenda).

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