



APPROVAL OF ROUTINE DOCUMENTS

POLICY

The City Manager is authorized by the City Council to approve and execute certain routine documents and agreements:

- ◆ Agreements and documents allowing the use of the City name, any City department name, or the City emblem by third parties;
- ◆ Rental agreements for City-owned residential and commercial real property, City owned equipment and/or facilities;
- ◆ Third-party licensing or conditional use, confidentiality, or nondisclosure agreements;
- ◆ Partnership, cost sharing, or in-kind service agreements with other public agencies or private entities;
- ◆ Hold harmless and indemnification agreements to and from third parties;
- ◆ Release of liability documents; and
- ◆ Service contracts for services not to exceed \$50,000¹

PROCEDURE

1. The responsible Department Head initiates the necessary agreement or contract forms, using the standard forms available on the shared network drive as a guide. The Department Head attaches a Route Sheet to the documents, completing items 1-4. The Route Sheet/documents are then sent to the Planning Department for EIR certification (if applicable), then returned to the originating department.
2. The originating department forwards the Route Sheet/documents to the Finance Department. The Finance Department certifies the availability of funds (if applicable) and forwards the Route Sheet/documents to the City Clerk's Office. If certification of funds is not required, the originating department sends the Route Sheet/documents directly to the City Clerk's Office.
3. The City Clerk's Office forwards the Route Sheet/documents to the City Attorney's Office for approval. The City Attorney's works directly with the originating department to resolve any problems, then forwards the

¹ The maximum amount of the value of the service contracts which the City Manager or designee is authorized to execute shall be adjusted as needed by resolution of the City Council, with amounts rounded to the nearest five thousand dollar (\$5,000.00) increment.



APPROVAL OF ROUTINE DOCUMENTS (cont.)

Route Sheet/documents back to the City Clerk's Office.

4. The Clerk's Office forwards the Route Sheet/documents to the City Manager for signature. Once signed, the Route Sheet/documents are returned to the City Clerk's Office.
5. The City Clerk's Office enters the agreement date on the signed document. A copy is kept on file in the Clerk's Office, and a copy is returned to the originating department.
6. For service contracts, the originating department enters an express purchase order upon receipt of the signed contract copy. A copy of the signed contract is submitted to Finance as documentation for the purchase order.

Reference:

City Code Section 2.15.290

Resolution No. 6603

City Council-approved policy dated 7/13/99