



**Request for City Council Committee Action
From the Finance Department**

Date **May 24, 2004**

To **Council Member Barbara Johnson, Chair Ways & Means Committee**

Subject **Public hearing on ordinance changes regarding contract signatures**

Recommendation

1. Approve passage of the accompanying ordinance changes to allow for revisions related to the charter change regarding contract signatures.
2. Direct the Finance Officer to approve procedures in compliance with the charter change and revised ordinances.
3. Receive and file this notice that the Finance Officer has designated the City-wide Contract Administrator and the City Purchasing Agent to sign City contracts for the Finance Officer, except for bond and real estate conveyancing documents.

Previous Directives

In March 2004, a charter change was approved 13-0 regarding simplification of contract signatures. The change eliminated the signatures of the Mayor and City Clerk on contracts and allowed for form contracts under the approval of the City Attorney.

Submitted by Lee Larson, Contract Administrator, 673-2055

Approved by

Patrick Born, Finance Officer

John Moir, City Coordinator

Jay Heffern, City Attorney

Presenters in Committee: Lee Larson, Contract Administrator, 673-2055

Financial Impact (Check those that apply)
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No financial impact - or - Action is within current department budget.
(If checked, go directly to Background/Supporting Information)

- Action requires an appropriation increase to the Capital Budget
- Action requires an appropriation increase to the Operating Budget
- Action provides increased revenue for appropriation increase
- Action requires use of contingency or reserves
- Other financial impact (Explain):

Request provided to the Budget Office when provided to the Committee Coordinator

Community Impact (use any categories that apply)

Neighborhood Notification

City Goals

Comprehensive Plan

Zoning Code

Other

Background/Supporting Information Attached

The Finance Department and City Attorney's Office are interested in streamlining the contract signature process. To that end, a charter change was proposed in March 2004 to eliminate the signatures of the Mayor and City Clerk on contracts. The Mayor and City Clerk are supportive of this initiative. The attached ordinance changes are in keeping with those changes and also include some housekeeping changes. The review formerly done by the Mayor and City Clerk will now be done by the Contract Management Office in the Finance Department. The Finance Officer will develop and approve procedures to ensure contracts receive an appropriate level of review.

In accordance with the charter change that allows the Finance Officer to designate up to two persons regularly employed in the office to sign City contracts on behalf of the Finance Officer, the Finance Officer has designated the City-wide Contract Administrator and the City Purchasing Agent to sign contracts on behalf of the Finance officer, except for bond and real estate conveyancing documents.