



Town Manager's Office

To: Mayor and Town Council

From: Bob Scott, Deputy Town Manager

Through: Mario Canizares, Town Manager

Re: Ordinance Increasing Town Manager Contract Authority

Town Council Meeting – May 28, 2024

Strategic Visioning Priority: 4. Provide Excellent Municipal Services

Agenda Item:

Consider and act upon approving an ordinance to authorize the Town Manager to execute certain agreements, contracts, and grant applications by increasing the contract and related authority to \$50,000.00 and authorizing the delegation to any Assistant Town Manager.

Description of Agenda Item:

Currently, only the Town Manager has the authority to sign contracts on behalf of the Town. All contracts exceeding \$25,000 must be approved through formal Town Council action; both exceeding the requirements of state law. With inflation and population growth, the Town's operating and capital budget are approaching \$200 million with a proportionate growth in the number of contracts which are exceeding \$25,000. Additionally, the 2022 transition to a new Town Manager also demonstrated the impact on operations of having only one individual having the authority to sign contracts.

Budget Impact:

No budgetary impact is affiliated with this item.

Legal Obligations and Review:

Terrence Welch of Brown & Hofmeister, L.L.P., has approved the attached ordinance as to form and legality.

Attached Documents:

1. Proposed Ordinance

Staff Recommendation:

Staff recommends approving an ordinance providing the Town Manager to delegate his/her authority to the Assistant Town Managers and raising the threshold for Town Council approval to \$50,000.00. Staff remains sensitive to those items of community significance or political sensitivity and will continue to place those items on the Council agenda even if less than \$50,000.00.

Proposed Motion:

I move to approve the attached an ordinance to authorize the Town Manager to execute certain agreements, contracts, and grant applications by increasing the contract and related authority to \$50,000.00 and authorizing the delegation to any Assistant Town Manager.