



STAFF REPORT

Meeting Type: City Council Meeting
Meeting Date: November 6, 2023
From: Rochelle Anderholm-Parsch, Parks and Recreation Director
Subject: Temporary Exception to the City Managers Signing Authority for the Community Campus Park Construction Project

DECISION TO BE MADE:

Whether to approve Resolution 2023-32, which would allow a temporary expansion of [the City Manager's signing authority](#).

PURPOSE / OBJECTIVE:

To facilitate efficient and timely completion of the Community Campus Park construction project. Additionally, this approval will facilitate potential cost savings through reciprocal procurement discounts.

BACKGROUND / CONTEXT:

Resolution No. 2017-28 establishes [the City's public contracting rules](#) and defines the signing authority of the City Manager, which is limited to purchases less than \$100,000. The Community Campus Park is a significant City initiative that encompasses the installation of park equipment such as playground facilities, shelters, and restrooms. These purchases were previously endorsed by the Council as part of the project's budget appropriation.

KEY CONSIDERATIONS / ANALYSIS:

Resolution 2023-32 would authorize a temporary exception to Resolution No. 2017-28, allowing the City Manager to sign for purchases exceeding \$100,000 provided the purchases are specifically for the Community Campus Park construction project. This will result in the following benefits.

- **Efficiency:** Formalizing the City Manager's temporary signing authority will streamline the procurement process, ensuring the punctual completion of the Community Campus Park Project. This means that staff would not have to bring each individual item back to the Council for approval, saving time and resources. For example, purchases such as playground equipment, shelters, and restroom facilities are crucial components of the project, and enabling the City Manager to approve them directly will expedite the process.
- **Cost Savings:** Utilizing state procurement sites and direct purchase by the city will lead to cost savings due to reciprocal procurement discounts.

- **Consistency:** The proposed action aligns with the project's objectives, as these purchases were previously approved as part of the project's budget allocation.

BUDGET IMPACT:

There is no direct budgetary impact associated with this codification, as the purchases in question are integral to the previously approved project budget.

RECOMMENDATION:

Staff recommends adoption of Resolution 2023-32.

SUGGESTED MOTION LANGUAGE:

"I move to approve Resolution 2023-32 - Approving an Exception to the City Manager's Signing Authority for the Community Campus Park Construction Project."

LIST OF ATTACHMENTS / EXHIBITS:

- Resolution 2023-32 - Approving an Exception to the City Manager's Signing Authority for the Community Campus Park Construction Project