



DATE: February 10, 2015

AGENDA ITEM # 7

TO: City Council
FROM: J. Logan, Assistant City Manager
SUBJECT: City Manager's signature authority

RECOMMENDATION:

Adopt Resolution No. 2015-04, approving City Manager's signature authority of \$100,000

SUMMARY:

Estimated Fiscal Impact:

Amount: None

Budgeted: Not applicable

Public Hearing Notice: Not applicable

Previous Council Consideration: January 24, 2015 Council Retreat

CEQA Status: Not applicable

Attachment:

1. Resolution No. 2015-04

BACKGROUND

At its annual City Council Retreat on January 24, 2015, the Council discussed the City Manager's signature authority to make purchases, enter into contracts and agreements and expend funds to administer the affairs of the City pursuant to the adopted budget.

DISCUSSION

Council determined that to effectively utilize staff time and increase efficiency and timely response of City operations and services, the City Manager's signature authority should be increased.

A review of 2014 agenda items indicated that significant time savings would be achieved if staff focused its efforts on City service priorities and projects rather than preparing reports for projects and expenditures of up to \$100,000. In addition, this serves to support the Council's goal of efficient Council meetings that focus on policy issues and discussions.

Council requested periodic updates from the City Manager regarding expenditures over \$50,000, which will be done on a quarterly basis. Additionally, Council directed this increased signature authority level not be used for temporary staffing. These directions will be outlined in the Purchasing Policy.

It is recommended that Resolution No. 2015-04 be adopted setting the City Manager's signature authority at \$100,000.

FISCAL IMPACT

None

PUBLIC CONTACT

Posting of the meeting agenda serves as notice to the general public.

RESOLUTION NO. 2015-04

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LOS ALTOS
TO APPROVE CITY MANAGER'S SIGNATURE AUTHORITY OF \$100,000**

WHEREAS, in accordance with City of Los Altos Code of Ordinances 2.01.060 that specifies the powers and duties of the City Manager; and

WHEREAS, the City Manager is responsible for the efficient administration of all affairs of the City which are under his or her control; and

WHEREAS, the City Manager directs and supervises all the purchasing activities of the City; and

WHEREAS, purchasing authority includes procurement of all purchases, contracts, professional services agreements and other expenditure of funds to administer the affairs of the City pursuant to the adopted budget; and

WHEREAS, the City Council seeks to ensure efficient and timely administration and operation of City programs, services and projects; and

WHEREAS, the City Council determines that the City Manager needs sufficient expenditure authority to effectuate the efficient business practices of the City.

NOW THEREFORE, BE IT RESOLVED, that the City Council of the City of Los Altos hereby approves the City Manager's signature authority of \$100,000; and

BE IT FURTHER RESOLVED, that this authority and direction of the City Council be included in the City's Purchasing Policy.

I HEREBY CERTIFY that the foregoing is a true and correct copy of a Resolution passed and adopted by the City Council of the City of Los Altos at a meeting thereof on the 10th day of February, 2015 by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

Janis C. Pepper, MAYOR

Attest:

Jon Maginot, CMC, CITY CLERK