

AMENDMENT TO TITLE 3: ADMINISTRATION AND PERSONNEL

3.10.100

Acting city manager.

In the event of an absence, the city manager shall appoint an acting city manager. In the event the city manager is unable to designate, and until council appoints an interim city manager, the city manager powers and duties shall be performed by the following officers of the city and they are so appointed in the following order as each succeeding officer may be absent or disabled:

- A. Assistant City Manager;
- B. City clerk. [Ord. 18-09 § 1; Res. 18-24; Ord. 11-04; Code 2004 § 3-20.]

3.10.140

Authority to contract.

A. The manager is authorized to negotiate and execute contracts, applications and agreements for the purchase of goods and services or to secure intergovernmental funding on behalf of the city without prior council approval subject to the following conditions:

- 1. All contracts, applications and agreements shall be reviewed and approved as to form by the city attorney prior to execution.
- 2. All goods and services that are the subject of such contracts, applications and agreements shall be procured in compliance with Chapter 3.65 MCC.
- 3. No contract, application or agreement may be executed under the authority of this section which would require council to appropriate budgetary funds in any subsequent fiscal year.

B. The city manager may delegate to the assistant city manager and department directors portions of these responsibilities as they relate to purchasing as set forth above. The city manager is specifically authorized to delegate contracting authority to bind the city for all legal purposes as follows:

- 1. The assistant city manager is authorized to execute contracts for the departments he/she is responsible for provided the costs of such agreements are authorized in the current budget.
- 2. Department directors are authorized to execute contracts in amounts of twenty-five thousand dollars (\$25,000) or less, provided the costs of such agreements are authorized in the current budget.

3. Authorizes applications and all necessary paperwork to apply for grant funds on behalf of the city. [Ord. 18-09 § 1; Res. 18-24; Code 2004 § 3-24.]

3.65.040

Purchasing director – Duties.

- A. The city manager shall be designated as purchasing director.
- B. The city manager may delegate to department directors portions of these responsibilities as they relate to purchasing as set forth above. The city manager is specifically authorized to delegate contracting authority to bind the city for all legal purposes as follows:
 1. The assistant city manager is authorized to execute contracts for the departments he/she is responsible for provided the costs of such agreements are authorized in the current budget.
 2. Department directors are authorized to execute contracts in amounts of twenty-five thousand dollars (\$25,000) or less, provided the costs of such agreements are authorized in the current budget.
- C. The purchasing director, or the purchasing director's designee, shall:
 1. Maintain sufficient documentation of all purchase transactions to provide evidence of compliance with the requirements of state and federal law, and the provisions of this code;
 2. Approve or deny all purchase requests and shall report to the council on any purchase requiring council approval;
 3. Have the authority to resolve solicitation and contract award protests.
- D. No purchase or contract for services of any kind or description, payment for which is to be made from funds of the city, shall be made by the purchasing director, or any officer, employee or agent of the city, except in the manner set forth in this chapter, and unless said purchase is in accordance with the adopted city budget. [Ord. 18-09 § 1; Res. 18-24; Code 2004 § 3-212.]