



CITY OF HARRISONBURG
**FINANCE
& PURCHASING**

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TO: Eric D. Campbell, City Manager
FROM: Larry L. Propst, Director of Finance
DATE: January 17, 2020
RE: Amending City Code Section 3-1-2

Summary: Consider amending City Code Section 3-1-2.

Background: Currently City Code Section 3-1-2 provides authority to the City Manager to execute all contracts and agreements. Staff believes that providing the City Manager the authority to also establish thresholds and delegate signature authority is more efficient for day-to-day operations. The proposed contract thresholds would be consistent with the city's purchasing thresholds.

Key Issues: The proposed contract thresholds to be establish are the following:

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| Contracts equal to or less than \$10,000 | Department Director or Designee |
| Contracts \$10,001 to \$60,000 | Procurement Manager or Designee |
| Contracts equal to or more than \$60,000* | City Manager or Deputy City Manager |
| DMV titled vehicles and/or equipment | Fleet Manager or Designee |
| Task orders under existing contract | Department Director or Contract Manager |

*All contracts over \$60,000 must first come to Purchasing. Purchasing will obtain City Manager's signature and return contract to department.

Environmental Impact: None.

Fiscal Impact: None.

Prior Actions: None.

Alternatives: Do not approve the supplemental appropriation.

Community Engagement: None.

Recommendation: Staff recommends approval.

Attachments: City Code Section 3-1-2 as amended.

Review:

The initiating Department Director will place in Legistar, in sequence of transmittal, the names of each department that must initial their review in order for this item to be placed on the City Council agenda. The completion of review only addresses the readiness of the issue for Council consideration. This does not address the recommendation for approval or denial of the issue.

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