

Contract Signatory – Mayor or City Manager?

Mayor Signs Contracts

Oklahoma City:

“In addition to other duties imposed upon him by State and municipal laws, and by the Council, he shall endorse thereon the approval of all official bonds when same shall be approved by the Council, shall sign all warrants and orders drawn upon the Treasurer for money, shall sign all bonds, contracts, conveyances, and other written obligations of the City, and all ordinances passed by the Council, and shall cause each of the above enumerated instruments to be attested by the Clerk under the seal of the City.”

City Manager Signs Contracts

E.g., Dallas:

“The powers and duties of the *city manager* shall be as follows: To execute deeds, deeds of trust, easements, releases, contracts, and all other legal instruments on behalf of the city when authorized by ordinance or resolution of the city council, and approved as to form by the city attorney.”

Ft. Worth:

“The powers and duties of the city manager shall be as follows: Either personally or by one or more assistant city managers designated by the city manager, to execute all documents, contracts and legal instruments on behalf of the city as provided by this Charter or by the ordinances or resolutions of the council passed in pursuance thereof.”

Kansas City:

“Execution of contracts. The City Manager is authorized to execute any City contract regardless of the department of origin.”

City Manager Signs Contracts as Delegated, or within Limits Prescribed, by the City Council

E.g., Las Vegas:

“(The City Manager shall): Execute those contracts and other documents the execution of which is delegated, either specifically or generally, to him by the City Council.”

Little Rock:

“To the extent that, and under such regulations as, the board may prescribe by ordinance, (the City Manager) may: Contract for and purchase, or issue purchase authorizations for, supplies, materials, and equipment for the various offices, departments, and agencies of the city government, and he or she may contract for, or authorize contracts for, services to be rendered to the city or for the construction of municipal improvements. However, in such connection, the board shall, by ordinance, establish a maximum amount, and each contract, purchase, or authorization exceeding the amount so established shall be effected after competitive bidding as required in § 14-47-138;

Norman:

“Purchasing agent. The City Manager, subject to such regulations as the Council may prescribe from time to time, shall contract for, purchase, or issue purchase authorizations for, all supplies, materials, services and equipment (including rental thereof when appropriate) for offices, departments and agencies of the City government. Every such contract or purchase exceeding an amount to be established by ordinance and which amount may thereafter be changed by ordinance from time to time, shall require the prior approval of the Council. The City Manager may also transfer to or between offices, departments and agencies, or sell, surplus or obsolete supplies, material and equipment, subject to such regulations as the Council may from time to time establish by ordinance. Before the purchase of, or the making of a contract for, any supplies, services, materials or equipment, or the sale of any surplus or obsolete supplies, materials or equipment, ample opportunity for competitive bidding under such regulations and with such exceptions as the Council may from time to time prescribe by ordinance, shall be given; but the Council shall not except a particular contract, purchase or sale from the requirement of competitive bidding.

The Council by ordinance may transfer some or all of the powers granted to the City Manager under this section to an officer or employee appointed by and subordinate to the City Manager, and may in its discretion by ordinance revoke any such transfer of powers previously authorized, or vest the same in some different officer or employee of the City likewise appointed by and subordinate to the City Manager.”

Sacramento:

“The city manager shall have the power and it shall be the city manager’s duty: When authorized to do so by the provisions of this Charter or by ordinance or resolution, to execute, on behalf of the city all contracts, franchises, lease or permits or any other document requiring the execution of which is required by an officer of the city....”