

ADMINISTRATIVE REGULATION **AR14-01**  
Mayor Steve Bach

**DATE:** March 3, 2014

**TOPIC:** Contract Signature Delegation

**LEGAL AUTHORITY:** City Charter §§ 4-10, 4-40(d), (f), (g) and (k)  
City Code §§ 1.2.313, 1.2.314, 1.2.404, 1.2.408(B)  
Revised AR12-01

**1.0 Purpose and Scope:** This administrative regulation increases the delegation and signature authority of the Chief of Staff over municipal contracts executed on behalf of the Mayor as previously set forth in Revised AR12-01. The provisions of Revised AR12-01 not specifically amended, changed or modified by this AR13-01 shall remain in full force and effect.

**2.0 Terms Defined:** No Changes.

**3.0 Procedure:**

**3.1 In General:** No changes.

**3.2 Delegation and Authority:** The Mayor hereby delegates to Department Heads and to the Chief of Staff full authority to approve and execute contracts by signature subject to the following restrictions:

**3.2.1 No change.**

**3.2.2** For contracts having articulated consideration of Twenty Thousand Dollars (\$20,000.00) to ~~Two Hundred Thousand Dollars (\$200,000.00)~~ **Five Hundred Thousand Dollars (\$500,000.00)**, Department Heads shall review and may recommend approval by initialing and dating the contract and forwarding it to the Chief of Staff.

**3.2.3** ~~The Chief of Staff may approve and execute by signature contracts having articulated consideration of not more than Fifty Thousand Dollars (\$50,000.00).~~

~~3.2.4~~ For contracts having articulated consideration of ~~Two Hundred Thousand Dollars (\$200,000.00)~~ **Five Hundred Thousand Dollars (\$500,000.00)** or more, the Chief of Staff shall review and may recommend approval by initialing and dating the contract and forwarding it to the Mayor for approval and execution by signature.

**3.3 Effect. No changes.**

**4.0 Miscellaneous.**

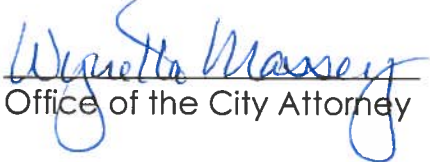
**4.1** This Administrative Regulation shall be effective as of **March 3, 2014**, and shall remain in effect until amended or rescinded.

**4.1** This Administrative Regulation shall be filed with the City Attorney and made available for public inspection on the City's website.



Steve Bach, Mayor

APPROVED AS TO FORM:



Office of the City Attorney