

CITY OF PALM DESERT STAFF REPORT

MEETING DATE: September 25, 2025

PREPARED BY: Shawn Muir, Community Services Manager
Veronica Chavez, Director of Finance

REQUEST: AUTHORIZATION FOR THE CITY MANAGER TO APPROVE NOTICES TO PROCEED (NTPS) AND NOTICES OF COMPLETION (NOCS) FOR CONTRACTS UNDER \$250,000 IN ALIGNMENT WITH THE CITY'S PURCHASING ORDINANCE

RECOMMENDATION:

Adopt a resolution entitled, "A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF PALM DESERT AUTHORIZING THE CITY MANAGER TO APPROVE NOTICES TO PROCEED (NTPs) AND NOTICES OF COMPLETION (NOCs) FOR CONTRACTS UNDER \$250,000 IN ACCORDANCE WITH THE CITY'S PURCHASING ORDINANCE."

BACKGROUND/ANALYSIS:

The City of Palm Desert's Purchasing Ordinance establishes contracting authority and procedures to ensure transparency, fiscal responsibility, and efficient operations. Under the ordinance, the City Manager is authorized to award contracts and make purchases up to \$250,000 for those vendors who are vetted and listed on the approved vendor list.

Currently, staff prepares separate agenda items for City Council consideration of administrative documents related to such contracts, including Notices to Proceed (NTPs) and Notices of Completion (NOCs). These items are largely procedural once the contract has been awarded within the City Manager's authority.

To streamline administrative processes and reduce agenda volume, staff recommends that the City Council delegate authority to the City Manager to approve NTPs and NOCs for administrative contracts up to \$250,000. This will align with the City Manager's existing contract authority and maintain consistency with the City's Purchasing Ordinance.

Delegating approval of NTPs and NOCs to the City Manager for contracts within their existing authority will:

- Improve efficiency and reduce administrative burden on City Council agendas.
- Ensure timely initiation and closeout of projects.
- Maintain fiscal accountability under the Purchasing Ordinance, as contracts above \$250,000 will continue to require Council approval.

The City Council will continue to receive report on contracts and projects for transparency and oversight in the monthly Procurement Report provided by the Finance Department.

Legal Review:

This report has been reviewed by the City Attorney's Office.

FINANCIAL IMPACT:

There is no fiscal impact associated with this action. Contract expenditures remain subject to adopted budget appropriations and the City's Purchasing Ordinance.

ATTACHMENTS:

1. Resolution No. 2025-____