

RESOLUTION NO. 2025-_____

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

WHEREAS, the City of Palm Desert Purchasing Ordinance establishes the City Manager's authority to award and execute contracts up to \$250,000; and

WHEREAS, administrative documents such as Notices to Proceed (NTPs) and Notices of Completion (NOCs) are required to initiate and close out contracts; and

WHEREAS, approval of such documents for contracts within the City Manager's existing contract authority is procedural in nature and does not alter the fiscal or policy considerations of the contracts themselves; and

WHEREAS, delegating this approval authority to the City Manager will promote administrative efficiency, reduce unnecessary items on Council agendas, and allow for timely project initiation and completion;

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Palm Desert, California, as follows:

SECTION 1. The City Manager is hereby authorized to approve Notices to Proceed (NTPs) and notices of completion (NOCs) for contracts up to \$250,000, consistent with the authority provided in the City's Purchasing Ordinance.

SECTION 2. This resolution shall take effect immediately upon adoption.

ADOPTED ON _____, 2025.

JAN C. HARNIK
MAYOR

ATTEST:

ANTHONY J. MEJIA
CITY CLERK

I, Anthony J. Mejia, City Clerk of the City of Palm Desert, hereby certify that Resolution No. 2025-__ is a full, true, and correct copy, and was duly adopted at a regular meeting of the City Council of the City of Palm Desert on _____, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

RECUSED:

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the official seal of the City of Palm Desert, California, on _____.

ANTHONY J. MEJIA
CITY CLERK