	City of Fort Bragg **Administrative Regulation No. C-1**

CONTRACT PREPARATION

I. OBJECTIVE

The objective of this Administrative Regulation is to define the procedure for entering into a contract with outside agencies/individuals.

II. PROCEDURES

1. The Department Manager shall inform the City Manager of the need for entering into a contract with an outside agency/individual.
2. The Department Manager shall provide the City Clerk with the contract information requested on the Contract Preparation Work Form (see Attachment "A").
3. The City Clerk shall prepare the contract which shall include information provided by the Department Manager and forward the contract to the Contractor and City Attorney for signature.
4. The City Clerk shall place the item on a future City Council Agenda for approval once the contract is signed by the contractor.
5. The Department Manager shall prepare the Agenda Item Summary Report or Consent Calendar information, along with a Resolution appropriating funds for the contract, which shall be reviewed by the Finance Director to assure funds are available, and provided to the City Clerk for the City Council Agenda packet.
6. The City Council shall review the information and, if agreeable, approve funding and authorize the City Manager to execute the contract.
7. Once the contract is signed by the contractor and City Attorney, the City Clerk shall forward the contract to the City Manager for execution and shall then execute and place the City seal on the contract.
8. Once all required signatures are obtained, the City Clerk shall provide a copy of the contract to the Department Manager, Finance Director and Contractor.
9. The City Clerk shall notify the Department Manager when the contract is set to expire and request information on extending the contract if needed.

III. RESPONSIBILITY

1. The Department Manager shall identify the need for a contract and inform the City Manager.
2. The Department Manager shall provide the City Clerk with pertinent information regarding the contract.
3. The City Clerk shall prepare the contract and forward it to the contractor and City Attorney for signature.
4. The City Clerk shall place the contract on a future City Council agenda for approval once the contract is signed by the contractor.
5. The Finance Direction shall review the resolution appropriating funds for the contract to assure that funds are available.
6. The City Council shall approve the contract and appropriate funding for same.
7. The City Manager shall sign the contract once approved by Council.
8. The City Attorney shall review the contract and sign it "as to form".

IV. DEFINITIONS

1. "Contract" is a legal agreement between the City of Fort Bragg and an outside agency/individual wishing to do business with the City.

2. "Contractor" shall mean the outside agency/individual doing business with the City and may include consultants and suppliers.

Approved by City Manager	Linda Ruffing (Signature)	2.1.07 (Date)
Made a part of the City's Administrative Regulations binder and distributed to all City staff		Feb 2007 (Date)