

<b>SUBJECT:</b> <b>Council/CDC/Harbor Board Approval of</b> <b>Contracts, Agreements and Documents</b>	<b>POLICY NUMBER</b>	<b>100-05</b>
	<b>ADOPTED</b>	<b>8-10-83</b>
	<b>REVISED</b>	<b>2-26-86</b>
	<b>REVISED</b>	<b>2-10-88</b>
	<b>REVISED</b>	<b>12-12-01</b>
	<b>REVISED</b>	<b>10-3-07</b>

---

It is the policy of the City Council that contracts, agreements and documents authorized by Council action be conformed and signed within the following time periods:

1. contracts and agreements with local private contractors, developers, and firms within 180 days;
2. contracts and agreements with municipal, county and state agencies, special districts and private, non-profit agencies within 180 days;
3. contracts and agreements with federal and joint powers agencies within one year.

If such contracts, agreements, and documents are not conformed and signed within the specified time periods, Council action will again be required. The Council shall not approve any contract, agreement or document unless it has received prior execution by the other party/parties involved. All contracts/agreements must have all exhibits attached and notarization included before being considered complete.