



City of Boynton Beach Agenda Item Request Form

Meeting Date: 07/ 7/2026

Proposed Ordinance No. 26-023 on Second Reading, amending Part II, Chapter 2, "Administration," Article II, "City Manager," Section 2-30 "Powers and Duties Generally," by creating new subsection "K" authorizing the City Manager to execute certain contracts on behalf of the City; providing for codification, severability, conflicts, and an effective date.

Requested Action:

Staff recommends approval of Proposed Ordinance No. 26-023 on Second Reading.

Explanation of Request:

At the April 16, 2026, agenda review meeting, 3 commissioners requested that this ordinance be brought forward for consideration.

The proposed ordinance consolidates and codifies prior City Commission resolutions delegating contract execution authority to the City Manager, including Resolutions 24-011, 24-094, 24-119, 25-060, 25-106, 25-131, 25-215, and 25-268. Codifying these delegations into the City Code of Ordinances ensures compliance, provides clear guidance to City staff, contractors, and the public, and reflects best practices for long-term delegations of authority.

The ordinance grants the City Manager authority to approve and execute 17 categories of contracts (including amendments, task orders, extensions, renewals, and terminations), including: procurement contracts within policy limits; insurance policies; facility use agreements; site access and parking agreements; parks and recreation agreements; revocable license and youth sports agreements; corporate and media sponsorships; public art loan agreements; volunteer/internship/work-experience agreements; employment and separation agreements; lien releases; permit applications for City-owned properties; post-award grant documents; SHIP Program documentation; intergovernmental cooperation and law enforcement agreements; and emergency contracts.

All contracts executed under this authority must: include insurance provisions established by Risk Management; be within budgeted appropriations; be approved as to form by the City

Attorney's Office; and comply with the City's procurement policy. The City Manager may also terminate any contract executed under this section. A public register of all such contracts will be maintained on the City's website.

How will this affect city programs or services?

This ordinance will streamline City operations by establishing a clear, codified framework for delegated contract execution authority. Eliminating the need to bring routine contracts individually before the City Commission will reduce administrative delays and allow City departments to implement programs and services more efficiently. Oversight is preserved through required Attorney review, budget compliance, and mandatory public reporting of all delegated contracts on the City's website.

Account Line Item and Description: N/A – Legislative item (no direct expenditure)

Fiscal Impact:

No direct fiscal impact. The ordinance authorizes the City Manager to execute contracts within existing budgeted appropriations and in accordance with the City's procurement policy limits. All individual contracts executed under this authority must be budgeted prior to execution.

Attachments:

[Ord. 26-023 4738-2026- _City_Manager_Signature_Authority_Ordinance-_5.4.26.docx](#)
[business-impact-4738-26.docx](#)
[City_Manager Contract Execution Authority .pptx](#)