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## 230 – Signature Authority

### 1.0 PURPOSE

- 1.2. The Des Moines Pool Metropolitan Park District Board of Commissioners (Board) has the sole responsibility of approving all financial transactions, entering into contracts, interlocal agreements and other types of indebtedness or commitments for the District.

There are times when the District General Manager of the District may be given signature authority to facilitate District business. The purpose of this policy is to identify the specific documents the Board is responsible for signing and what the District General Manager or their designee may sign and under what conditions.

### 2.0 POLICY PROCEDURES

#### 2.1 Organization of Board of Commissioners

- 2.1.1 **Contracts resulting from a Resolution:** When the Board approves a resolution; the Board President may sign any contracts which facilitate the implementation of the resolution on behalf of the Board.
- 2.1.2 **Advertising Contracts:** The Board shall approve all advertising contracts at a regular or special board meeting open to the public and may designate approval to the District General Manager.
- 2.1.3 **Exclusive Vendor Contracts:** The Board shall approve all exclusive vendor contracts at a regular or special board meeting open to the public and may designate approval to the District General Manager.
- 2.1.4 **Facility Use Contracts:** The Board shall approve all facility use contracts at a regular or special board meeting open to the public. The District General Manager may extend the dates of facility use contracts when applicable without approval of the Board. A letter signed by the District General Manager, noting the extension of times or days, shall be sent to the user group. A copy of the letter shall be placed in the contract file. This may be delegated to the pool operator.
- 2.1.5 **Grants:** The Board shall approve all grant documents if there is an obligation by the District to contractually commit the District.
- 2.1.6 **Interlocal Agreements:** The Board shall approve all Interlocal Agreements with other non-profit entities at a regular or special park board meeting open to the public.
- 2.1.7 **Payroll time Sheets:** The District General Manager shall have authority to sign payroll time sheets.
- 2.1.8 **Public Works Contracts:** The Board shall approve all public works contracts at a regular or special board meeting open to the public. The Board shall approve all change orders which change to overall price of contract. Change orders which does not substantially change to overall scope and/or budget for the project of the contract can be signed by the District General Manager. The Commissioners shall approve all final acceptance documents.
- 2.1.9 **Service Contracts:** Services contracts shall initially be approved by the Board. Once a services contract has been approved by the Board, the District

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General Manager has signature authority to renew the contracts as needed providing the terms of the contracts are not changed.

- 2.1.10 Surplus Property:** The Board has the responsibility of approving the disposal of surplus property at a regular or special board meeting open to the public. After Board approval, the District General Manager or their designee shall have signature authority for the disposal documents or negotiate the disposal of the surplus property. (Re: Sec. 555, Attachment-A)
- 2.1.11 Vouchers:** Vouchers for payment shall be approved and signed by the Clerk of the Board after it has been reviewed by the District General Manager. When the Clerk of the Board is not available, a designated Board member shall sign as the replacement for the vouchers for payment.
- 2.1.12 Exceptions:** Exceptions to any of the fore-mentioned authorities may be approved by the Board at a regular or special board meeting open to the public.
- 2.1.13 Other Document:** The District General Manager shall sign all other day-to-day type documents that require the level of the District General Manager for approval.