



CITY OF HUNTINGTON BEACH

To: Honorable Mayor and City Council
CC: Travis Hopkins, City Manager
From: Lisa Lane Barnes, City Clerk
Date: September 11, 2025
Subject: **Supplemental Communication for Item Number 6 (Resolution No. 2025-60 establishing the delegation of authority for the execution of contracts from Department Heads to Department positions)**

For your review and consideration, an updated Exhibit A for Resolution No. 2025-60 for Item No. 6 of the September 16, 2025, City Council Agenda.

Exhibit A of the Resolution was updated to reflect the correct name of the delegate for Fire.

RESOLUTION NO. 2025-60

A RESOLUTION OF THE CITY COUNCIL OF THE
CITY OF HUNTINGTON BEACH ESTABLISHING THE
DELEGATION OF AUTHORITY FOR THE EXECUTION OF
CONTRACTS FROM DEPARTMENT HEADS TO DEPARTMENT POSITIONS

WHEREAS, the City Council by ordinance has established a procurement and selection system for the purchase of professional services and other goods and services; and

Pursuant to Chapters 3.02 and 3.03 of the Huntington Beach Municipal Code, Department Heads and other authorized officers of the City may, on behalf of the City, enter into contracts for the purchase of professional services and other goods and services; and

The authority to enter into such contracts on behalf of the City is given to the Department Head or his or her designee in Chapters 3.02 and 3.03; and

The City Council desires to establish the delegation of authority as contemplated by Chapters 3.02 and 3.03 by approving the departmental positions that may act as the Department Head designee for purposes of Chapter 3.02 and 3.03.

NOW, THEREFORE, the City Council of the City of Huntington Beach does hereby resolve as follows:

1. That for purposes of Huntington Beach Municipal Code Chapters 3.02 and 3.03, the departmental positions listed on the document attached as Exhibit "A" (which is incorporated by this reference as though fully set forth herein) are authorized to act as "designees" for the purpose of contracting for the purchase of professional services and other goods and services.
2. That Resolution No. 2002-6 adopted on the 22nd of January 2002 and all other resolutions in conflict herewith, are hereby repealed.

PASSED AND ADOPTED by the City Council of the City of Huntington Beach at a regular meeting thereof held on the _____ day of _____, 2025.

REVIEWED AND APPROVED:

City Manager

Mayor

APPROVED AS TO FORM:



for City Attorney

INITIATED AND APPROVED:



City Clerk

EXHIBIT A

DEPARTMENT	DEPARTMENT HEAD	DELEGATE
City Attorney	City Attorney	<ul style="list-style-type: none"> • Chief Assistant City Attorney
City Clerk	City Clerk	<ul style="list-style-type: none"> • Assistant City Clerk
City Manager	City Manager	<ul style="list-style-type: none"> • Assistant City Manager
City Manager	Assistant City Manager	<ul style="list-style-type: none"> • Assistant to the City Manager
City Treasurer	City Treasurer	<ul style="list-style-type: none"> • Deputy City Treasurer • Treasury Manager
Community Development	Director of Community Development	<ul style="list-style-type: none"> • Deputy Director of Community Development
Community & Library Services	Director of Community & Library Services	<ul style="list-style-type: none"> • Community & Library Services Manager
Finance	Chief Financial Officer	<ul style="list-style-type: none"> • Assistant Chief Financial Officer
Fire	Fire Chief	<ul style="list-style-type: none"> • Deputy Fire Chief
Human Resources	Director of Human Resources	<ul style="list-style-type: none"> • Risk Manager • Human Resources Manager
Information Technology Services	Director of Information Technology Services	<ul style="list-style-type: none"> • Business Systems Manager
Police	Police Chief	<ul style="list-style-type: none"> • Police Captain
Public Works	Director of Public Works	<ul style="list-style-type: none"> • Deputy Public Works Director/City Engineer • Deputy Public Works Director/Utilities