

Helpful Tips

1. When routing please include 2 original wet signed copies of the contract with the routing sheet. Once complete, one contract will be filed in the Clerk's office and one will be returned to the department so it can be provided to the outside party
2. Items on the agenda can be routed prior to the Council Meeting – This will expedite the process once Council approves
3. The City Attorney's office has limited availability on Thursday and Friday – Please plan accordingly
4. Page Numbers can be easily added using Adobe Pro (Page 1 of __). If you are combining several documents that already have page numbers find a good way to make yours stand out (Bold, Center, etc.)
5. The execution date on the should not be filled in by the department - this is entered by the City Clerk as the last signer
6. If the Clerk's office receives an "Out of Office" for the contact listed on the contract we will reach out to find another contact who can help - Please have a back-up when people are on vacation
7. Headers for every contract should look the same and follow the sequence provided:
 - a. Agreement
 - i. Attachment 1,2,3
 1. Exhibit A, B, C

Rush Contracts

Rushed contracts must be approved by the Department Head. Please read the following reminders before rushing a contract:

1. All rushed contracts must start in the City Clerk's Office; we will log, provide a number, and do a quick quality check
2. Once your document has received a number you can:
 - a. Hand-walk the contract through the City Attorney, Risk, and Finance departments
 - b. Leave in the Clerk's Office – We will stamp the contract as a "rush" and track the routing process
3. Once the CA, Risk, and Finance have signed, the Contract must be returned to the Clerk's office to obtain the remaining signatures and be logged as complete. The department will receive the second original to provide the outside party
4. Things to remember when rushing a contract:

a. Time Management: Please be respectful of everyone's time. Plan to drop your contract off in each department and arrange a pick up time. Department heads/ City Attorney will need time to read the contract before signing

b. The City Attorney's are unavailable on Friday