ANX/LUX/ORD/RES

- ANNEXATION, LAND USE PLAN AND ZONING
- CODE AMENDMENT
- ORDINANCES AND RESOLUTIONS

Creator → Creators Department Director → Budget Manager → Legal → City Clerk →

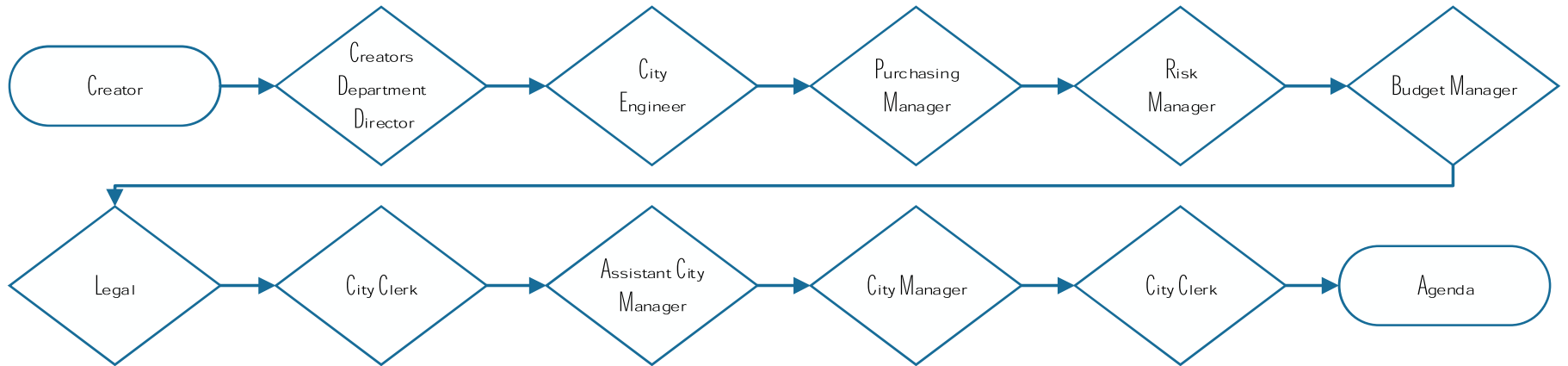Assistant City Manager → City Manager → City Clerk → Agenda
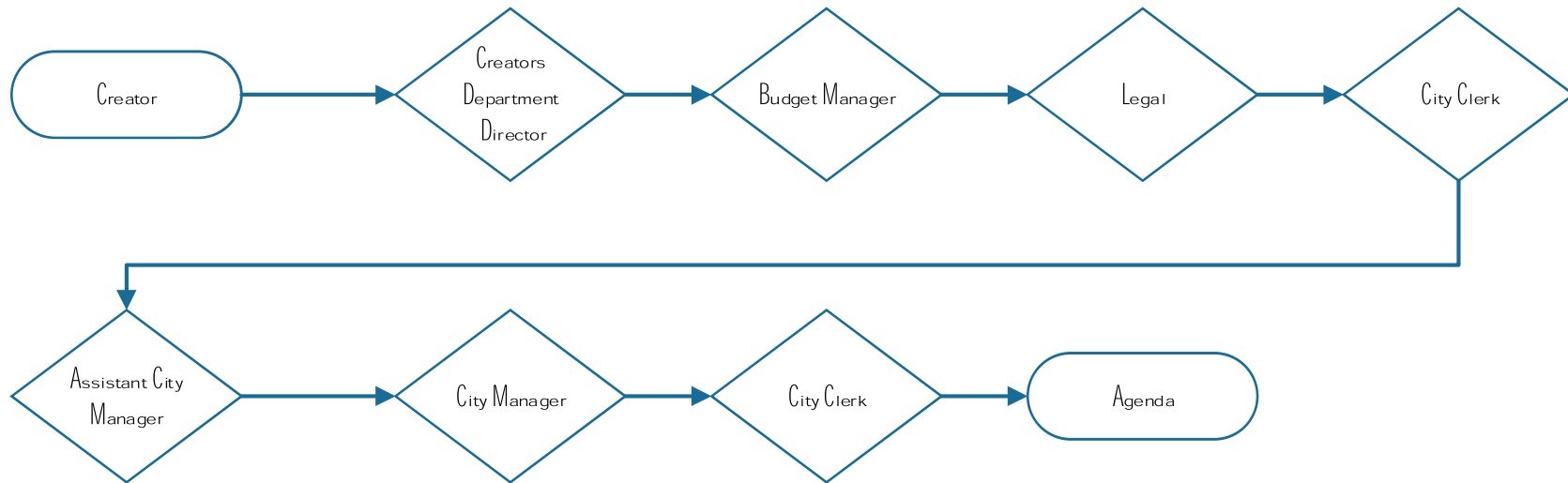
AGREEMENT/CONTRACT/PURCHASE OR LEASE

- BASIC PURCHASING ITEM
- AGREEMENT/CONTRACT WITH AND WITHOUT COST
- BASIC PURCHASING ITEM FOR ANOTHER DEPARTMENT
- PURCHASING WITH CONTRACT DOCUMENTATION
- LEASE PURCHASE
- LEASE PURCHASE FOR ANOTHER DEPARTMENT

Creator → Creators Department Director → Purchasing Manager → Risk Manager → Budget Manager →

Legal → City Clerk → Assistant City Manager → City Manager → City Clerk → Agenda
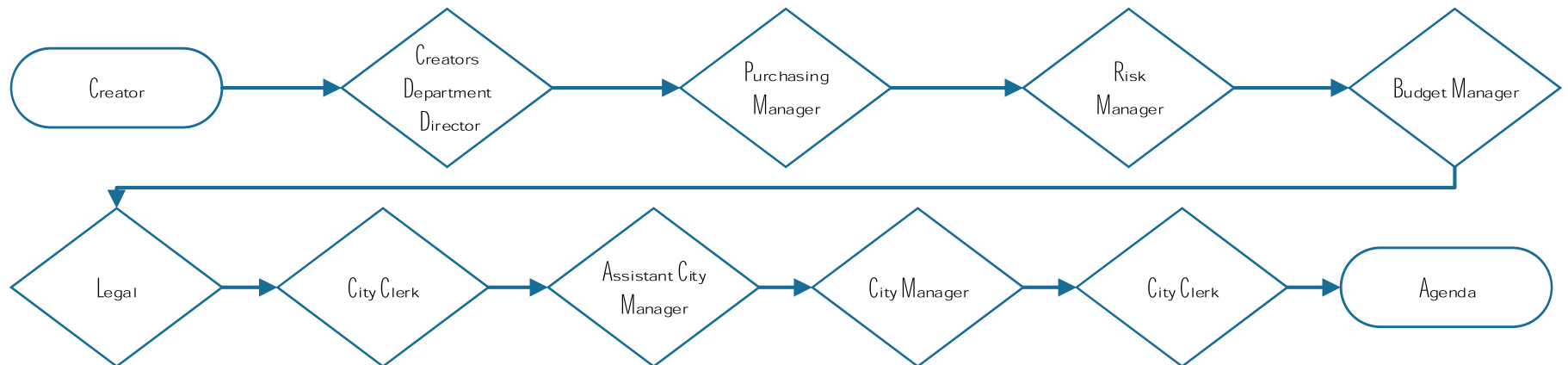
CONSTRUCTION CONTRACTS

- CONSTRUCTION CONTRACTS – ALL DEPARTMENTS OTHER THAN PUBLIC WORKS
- CONSTRUCTION CONTRACTS – PUBLIC WORKS ORIGINATING

Creator → Creators Department Director → City Engineer → Purchasing Manager → Risk Manager → Budget Manager

Legal → City Clerk → Assistant City Manager → City Manager → City Clerk → Agenda

REAL PROP/VAC/PLAT

- REAL PROPERTY BASIC LEASE TO THE CITY
- REAL PROPERTY BASIC LEASE FROM THE CITY
- REAL PROPERTY LEASE TO THE CITY WITH INSURANCE
- PLAT FILES
- VACATION OF EASEMENTS AND RIGHTS OF WAYS

Creator → Creators Department Director → Real Estate Coordinator → Short Term Planning Manager → Budget Manager

Legal → City Clerk → Assistant City Manager → City Manager → City Clerk → Agenda