

RESOLUTION NO. 1734

WHEREAS, it is desirable for the City of Albany to make payments to its contractors early in the month following completion of portions of the work,

NOW, THEREFORE, BE IT RESOLVED, that the following shall be the procedure to be used to process and make payments to contractors on City owned projects:


1. All payments shall be approved by the Public Works Director after verification of quantities of materials or work done. Such verification may be in the form of engineering records of actual measurements, records of time worked, equipment used and the like or in the case of building contracts, certification by the City's architect.
2. After approval by the Public Works Director, the City Manager shall review and may then approve the proposed payment.
3. After approval by the City Manager, the Finance Department shall make partial payments to the contractors at the earliest possible time consistent with current office practice, but not later than five days after approval by the City Manager.
4. All final payments shall be reviewed and approved by the City Council prior to payment by the Finance Department.

APPROVED this 24th day of September, 1975.



Mayor

ATTEST:



City Recorder