



CITY MANAGER'S OFFICE

CITY MANAGER SIGNATURE REQUEST ROUTING FORM

Rev: 14 | Revision Date: 12/18/2025

SECTION 1 | SUMMARY INFORMATION

Date: 3/19/2026

☒ Commission Agenda Item ☐ Letter to the Commission (LTC) ☐ Letter to External Stakeholder(s) ☐ Other DocumentDocument Title/Purpose: Agreement for the Issuance of Building Permits Prior to Plat
Recordation

Commission Meeting Date: 3/19/2026 CAM #: 26-0288 Item #: CR-3

CAM attached: ☒ Yes ☐ No Action Summary Attached: ☐ Yes ☒ No CIP FUNDED: ☐ Yes ☒ No

Community Investment Plan (CIP) Project defined as having a life of at least 10 years and a cost of at least \$100,000 and shall mean improvements to real property (land, buildings, or fixtures) that add value and/or extend useful life, including major repairs such as roof replacement. Term "real property" includes land, real estate, realty, or real.

SECTION 2 | REQUESTOR (CHARTER OFFICE/DEPARTMENT)

Charter Office: CAO Router Name: Sonia Sierra Ext: 5598

Department: Router Name: Ext:

Department Approval (Director/Chief): Name Init Date:

*Return Document To: Sonia Sierra Department: CAO Ext: 5598

**REMINDER: Once review and signature at the last level of government (Federal, State, County) is complete, scan the final record copy and send to the City Clerk's Office.*Scan Date: Attach Certified Resolution #: Original form route to CAO: ☐ Yes ☐ No

THE FOLLOWING SECTIONS ARE FOR CHARTER OFFICE USE ONLY

SECTION 3 | CITY ATTORNEY'S OFFICE (CAO): CAO signed/routed Required ☒ Yes ☐ NoIs the attached Granicus document final? ☒ Yes ☐ No Number of Originals Attached: 2Attorney's Name: Shaun Amarnani Approved as to Form: ☒ Yes ☐ No Initials: SA

Route to: Finance (if applicable) Date: N/A Route to: CCO Date: 3/18/26

SECTION 4 | CITY CLERK'S OFFICE (CCO)

City Clerk Office Receive and Scan Date: 3/19/26 Number of Originals: 2

Route to CMO Date: 3/19/26 Route to Mayor Date: ☒

SECTION 5 | CITY MANAGER'S OFFICE (CMO)

LOG #: Date Received: 3/19/26 Received From: CLK

To CM/ACM: ☐ R. Williams ☒ C. Cooper ☐ Y. Matthews ☐ Q. Pough ☐ B. RogersApproved Init: ☒ for continuous routing to Rickelle Williams, City Manager/Executive Director

Disapproved: Comments:

CMO Executive Assistant Route to: CCO | HR | OMB | Other: Date: Initial: