

ORDINANCE NO. 594

AN ORDINANCE OF THE CITY OF UNIVERSITY PLACE, WASHINGTON, REPEALING IN ITS ENTIRETY CHAPTER 4.50, BIDDING AND PURCHASING, OF THE UNIVERSITY PLACE MUNICIPAL CODE, AND ENACTING CHAPTER 4.50 CONTRACTING AUTHORITY IN ITS PLACE TO CLARIFY THE CONTRACTING AUTHORITY OF THE CITY MANAGER

WHEREAS, the University Place Municipal Code is susceptible to more than one interpretation with regard to the City Manager's contracting authority; and

WHEREAS, the Code also erroneously includes the City Manager's administrative contracting rules as part of the existing ordinance; and

WHEREAS, in order to clarify the City Manager's purchasing authority and correct the erroneous inclusion of administrative policies in a legislative ordinance, this legislation is in the best interests of the City.

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF UNIVERSITY PLACE, WASHINGTON, DOES ORDAIN AS FOLLOWS:

Section 1. Chapter 4.50, Bidding and Purchasing, of the University Place Municipal Code is hereby repealed in its entirety, and Chapter 4.50, Contracting Authority is hereby enacted in its place to read as follows:

**Chapter 4.50
CONTRACTING AUTHORITY**

Sections:

4.50.010	Definitions.
4.50.020	Contracting authority.
4.50.030	Rules and policy.

4.50.010 Definitions.

"Change orders and requests for additional work" means a request for additional work, materials, or services where there are changed conditions, a requirement that extra work or service be performed, or such other circumstances that necessitate a modification to the contract. The scope of the work, procurement or service may be modified to serve the best interests of the City. Extra work may be ordered by the City Manager in order to accomplish the purpose and intent of the contract with the City. "City Manager" means the City Manager or designee.

4.50.020 Contracting authority.

A. The City Manager is authorized to enter into contracts without City Council approval when amount of the contract does not exceed \$30,000.00, except as set forth in subsections C and D of this section.

B. Any contract, contract amendment and/or change order in excess of the City Manager's authority shall require prior approval of the City Council.

C. On contracts for which prior City Council approval is required and received, the City Manager shall have authority to execute any amendments or change orders which, when aggregated, are less than 10

percent of the original contract amount, or up to \$50,000.00, whichever is less; PROVIDED, however, that the amendment or change order remains within the budget.

D. The City Manager shall have the authority to execute any change orders which when aggregated do not exceed the total authorized project budget on any public works construction project. The City Manager shall then report said change orders at the next regular meeting.

4.50.030 Rules and policy.

The City Manager may develop and from time to time amend administrative rules, policies, and procedures to implement this chapter.

Section 2. Publication and Effective Date. A summary of this Ordinance consisting of its title shall be published in the official newspaper of the City. This Ordinance shall become effective five (5) days after publication.

PASSED BY THE CITY COUNCIL ON JUNE 20, 2011.

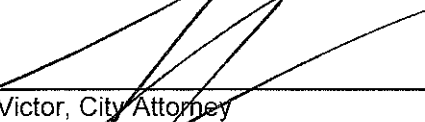

Debbie Klosowski, Mayor

ATTEST:



Emy Genetia, City Clerk

APPROVED AS TO FORM:



Steve Victor, City Attorney

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