

ORDINANCE NO. 94

AN ORDINANCE OF THE CITY OF UNIVERSITY PLACE, WASHINGTON, ESTABLISHING POLICIES FOR PURCHASING MATERIALS AND SUPPLIES, CONTRACTING FOR PROFESSIONAL SERVICES, AND AMENDING ORDINANCE NO. 68 TO INCREASE THE PURCHASING AUTHORITY OF THE CITY MANAGER.

WHEREAS, City Council wishes to adopt purchasing policies for the city; and,

WHEREAS, the City Council wishes to establish an orderly process for purchasing supplies, materials, and professional services, and to set staff purchasing authority at levels commensurate with their responsibilities; and

WHEREAS, the purchasing authority of the City Manager, as set forth in Ordinance No. 68 passed on August 28, 1995, should be increased accordingly; NOW, THEREFORE,

THE CITY COUNCIL OF THE CITY OF UNIVERSITY PLACE, WASHINGTON, DO ORDAIN AS FOLLOWS:

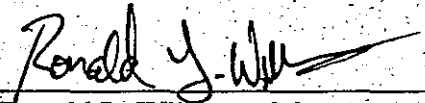
Section 1. Purchasing Policies Adopted. The Purchasing Policies of the City of University Place, are hereby adopted as set forth on Exhibit A to this Ordinance.

Section 2. Duties of the City Manager Amended. Section 2 of Ordinance No. 68 is hereby amended to read as follows:

Duties of the City Manager. The City Manager shall be the chief executive officer and head of the administrative branch of the City government. The City Manager shall be responsible to the Council for the proper administration of all affairs of the City. The City Manager shall be eligible to attend all meetings of the City Council, regular and executive. The City Manager shall be the chief purchasing agent of the City and shall have such purchasing and contracting authority as provided by ordinance. ~~The City Manager shall be the chief purchasing agent, and shall have purchasing and contracting authority on individual purchases on contracts up to \$5,000 and provided by state law, with contracts over \$5,000 subject to Council approval.~~ The City Manager shall have all the powers and shall perform each and all of the duties specified by Chapter 35A.13 RCW together with any other duties or authority which may be conferred upon such office by the City Council or by the laws of the State of Washington pertaining to City Managers, or the ordinances of the City, as they now exist or may hereafter be amended.

Section 3. Effective Date. This ordinance shall take effect five days after its publication.

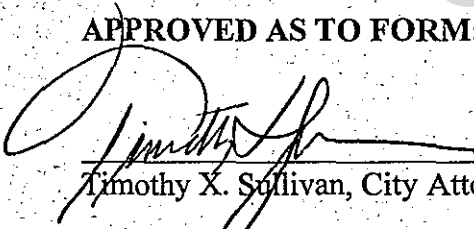
PASSED BY THE CITY COUNCIL ON MAY 20, 1996.

  
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Ronald L. Williams, Mayor

ATTEST:

  
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Susan Matthew, City Clerk

APPROVED AS TO FORM:

  
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Timothy X. Sullivan, City Attorney

Published: 5-22-96  
Effective Date: 5-27-96

**EXHIBIT A**

**ORDINANCE NO. 94**

**PURCHASING POLICY OF THE CITY OF UNIVERSITY PLACE**

**Materials, Professional Services, and Supplies purchased for the City of University Place will be approved at the staff authority levels, at the dollar limits shown, and in accordance with the requirements established below.**

<b>DOLLAR LEVEL</b>	<b>APPROVAL LEVEL</b>	<b>REQUIREMENTS</b>
Over \$20,000 <sup>1</sup> Contract	City Council	Written Quotes or Proposals
\$10,000 - \$20,000 <sup>1</sup> Contract/Letter of Agreement	City Manager	Telephone or Written Quotes
\$1,000 - \$9,999 Contract/Letter of Agreement	Department Directors	Telephone or Written Quotes
\$0 - \$999 Contract/Letter of Agreement/ Purchase Order	Unit Manager	Best Purchasing Practice
\$0 - \$50 Petty Cash/Credit Card/ Field Purchase Order	Unit Manager or Designee	Signed Receipt or Field Purchase Order

<sup>1</sup> When the City Manager determines that exigent circumstances require immediate action, the City Manager's purchase authority is increased from \$20,000 to \$30,000.