

TOWN OF WOODWAY

ORDINANCE 2021-630

AN ORDINANCE OF THE TOWN OF WOODWAY ESTABLISHING CHAPTER 2.42, AUTHORIZING THE MAYOR TO EXECUTE CERTAIN CONTRACTS; PROVIDING FOR SEVERABILITY; ESTABLISHING AN EFFECTIVE DATE; AND AUTHORIZING SUMMARY PUBLICATION BY ORDINANCE TITLE ONLY.

WHEREAS, to enhance the efficiency of Town operations, the Town Council of the Town of Woodway desires to authorize the Mayor to execute certain contracts without prior Council approval;

NOW, THEREFORE, the Town Council of the Town of Woodway does hereby ordain as follows:

Section 1. Chapter 2.42 of the Woodway Municipal Code, as provided in Exhibit A, is hereby established.

Section 2. If any part or portion of this Ordinance is declared invalid for any such reason, such declaration of invalidity shall not affect any remaining portion.

Section 3. This Ordinance shall take effect 5 days after date of publication by ordinance title only.

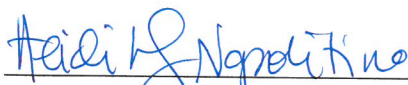
PASSED this 7th day of September 2021 by the Town Council of the Town of Woodway.

TOWN OF WOODWAY




Michael S. Quinn, Mayor

ATTEST:



Heidi K. S. Napolitano, Clerk-Treasurer

APPROVED AS TO FORM:



Greg Rubstello, Town Attorney

Date Passed by the Town Council: 7 Sept 2021

Date Published: 10 Sept 2021

Effective Date: 19 Sept 2021

TOWN OF WOODWAY

ORDINANCE 2021-630 | EXHIBIT A

WMC CHAPTER 2.42: CONTRACTS

Sections:

- 2.42.010 Contract Authorization Limits.
- 2.42.020 Contract Amount.
- 2.42.030 Submissions to Council.
- 2.42.040 Delegation of Authority.

2.42.010 CONTRACT AUTHORIZATION LIMITS.

The Mayor is authorized to execute on behalf of the Town contracts listed below without individual approval of each contract by Council, so long as the contract is consistent with the approved annual budget for the Town and the Town's liability under the contract does not exceed available fund balances.

"Contract" means any agreement creating a legal relationship between the Town and another person or entity, or any amendment, extension, or renewal thereto.

- A. Contracts for purchases of goods, supplies, materials, or equipment involving a cost or fee (excluding sales tax) of less than \$25,000.
- B. Professional service contracts, including contracts for architectural, engineering, legal, and consulting services involving a cost or fee (excluding sales tax) of less than \$25,000.
- C. Maintenance contracts involving a cost or fee (excluding sales tax) of less than \$25,000 per year.
- D. Public works contracts involving a cost or fee of less than \$25,000.
- E. Settlement agreements involving a cost or fee of less than \$10,000.
- F. Other routine agreements where no expenditure is involved, or the cost, expenditure, or fee (excluding sales tax) does not exceed \$10,000.
- G. Lease agreements for materials, supplies, and equipment, provided the contract is for a duration of one year or less and for less than \$10,000.
- H. Sale of surplus property, excluding real estate, with an estimated cumulative value of \$10,000 or less.
- I. Contracts that carry out or implement a provision of the Woodway Municipal Code or established Town policy (e.g., maintenance or performance bonds).
- J. Emergency contracts. "Emergency" means unforeseen circumstances that either:
 - 1. Presents a real, immediate threat to the proper performance of essential functions; or
 - 2. Will likely result in material loss or damage to property, bodily injury, or loss of life if immediate action is not taken.
- K. Employment compensation and benefits for positions that have been approved by Council, provided such compensation is within ranges established by Council and such benefits are pursuant to a plan that has been approved by Council.

2.42.020 CONTRACT AMOUNT.

The breaking down of any purchase or contract into units or phases for the purpose of avoiding the maximum dollar amount is prohibited. The amount of a contract includes all amendments,

provided, however, amendments that do not exceed in total ten percent of the contract amount may be entered into without prior Council approval.

2.42.030 SUBMISSIONS TO COUNCIL.

- A. The Mayor may present any contract to Council for prior approval, even if the contract may be approved without prior Council approval.
- B. The Mayor shall provide Council with a copy (or summary) of any contract involving a cost or fee of \$10,000 or more that has not received prior approval by Council.

2.42.040 DELEGATION OF AUTHORITY.

The Mayor is authorized to delegate to the Town Administrator authority to execute contracts as provided in this Chapter.