



Memorandum

Date: 5/20/2025
Meeting of: City Council

File No. AM No. 25-082
Type: Consent Item

TO: Members of the City Council
FROM: Mayor Angela Birney
DEPARTMENT DIRECTOR CONTACT(S):

Finance	Kelley Cochran	425-556-2748
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DEPARTMENT STAFF:

Finance	Adam O'Sullivan	Financial Services Manager
Finance	Haritha Narra	Deputy Finance Director

TITLE:

Adoption of a Resolution Revising Purchasing Policies and Signing Authorizations

- a. Resolution No. 1604: A Resolution of the City Council of the City of Redmond, Washington, Amending Resolution No. 1503, Section 1) Bidding Thresholds and Authority, and Establishing an Effective Date

OVERVIEW STATEMENT:

The Contract Amendment Approval Policy is being revised for non-Public Works contract amendments if the cumulative value exceeds the threshold and the original contract wasn't routed to Council, or if amendments exceed the threshold and the contract lacks renewal provisions. Renewals under Council-approved contracts with renewal terms remain exempt. The Contract Signing Authority Limits are being updated to base signing authority on total project cost rather than annual cost for all types of purchases. The policy update was discussed with Council and the March 25 Study Session and approved to move forward.

The proposed changes to the signing limit policy that were not agreed upon by Council will be brought back for further discussion later this year.

☒ **Additional Background Information/Description of Proposal Attached**

REQUESTED ACTION:

☐ **Receive Information** ☐ **Provide Direction** ☒ **Approve**

REQUEST RATIONALE:

- **Relevant Plans/Policies:**
Purchasing Policy, Resolution No. 1503
- **Required:**

Resolutions require Council approval.

- **Council Request:**
Council requested the City review its purchasing policies and procedures.
- **Other Key Facts:**
N/A

OUTCOMES:

Process and policy improvements will bring efficiencies for staff, City Council, and vendors. Staff continues to advance efforts to improve purchasing processes, and Council will have upcoming opportunities to provide input on proposed updates to the City's boilerplate contracts and contract policy.

COMMUNITY/STAKEHOLDER OUTREACH AND INVOLVEMENT:

- **Timeline (previous or planned):**
N/A
- **Outreach Methods and Results:**
N/A
- **Feedback Summary:**
N/A

BUDGET IMPACT:

Total Cost:

\$200,000 (for Purchasing Process Improvements)

- \$75,000 in 2025
- \$125,000 in 2026

Approved in current biennial budget: ☒ **Yes** ☐ **No** ☐ **N/A**

Budget Offer Number:

297 (Fiscal Accountability)

Budget Priority:

Strategic and Responsive

Other budget impacts or additional costs: ☐ **Yes** ☐ **No** ☒ **N/A**

If yes, explain:

N/A

Funding source(s):

General Fund

Budget/Funding Constraints:

N/A

☐ **Additional budget details attached**

COUNCIL REVIEW:

Previous Contact(s)

Date	Meeting	Requested Action
3/25/2025	Study Session	Provide Direction
5/13/2025	Committee of the Whole - Finance, Administration, and Communications	Provide Direction

Proposed Upcoming Contact(s)

Date	Meeting	Requested Action
N/A	None proposed at this time	N/A

Time Constraints:

N/A

ANTICIPATED RESULT IF NOT APPROVED:

N/A

ATTACHMENTS:

Attachment A: Resolution