



Memorandum

Date: 9/9/2025

Meeting of: Committee of the Whole - Finance, Administration, and Communications

File No. CM 25-472

Type: Committee Memo

TO: Committee of the Whole - Finance, Administration, and Communications

FROM: Mayor Angela Birney

DEPARTMENT DIRECTOR CONTACT(S):

Finance	Kelley Cochran	425-556-2748
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DEPARTMENT STAFF:

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

TITLE:

Purchasing Process Improvements: Council Signing Authority Limits for Professional Services, Professional Services - Technology, Architectural and Engineering Services, and Public Works Agreements

OVERVIEW STATEMENT:

Council will be presented with a detailed rationale for updating the current signing limits for Professional Services, Professional Services - Technology, Architectural and Engineering Services, and Public Works Agreements, including cost trends, administrative impacts, and efficiency gain.

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

REQUESTED ACTION:

☐ **Receive Information**

☒ **Provide Direction**

☐ **Approve**

REQUEST RATIONALE:

- **Relevant Plans/Policies:**
Purchasing Policy, Resolution Nos. 1503, 1604, 1608, 1609
- **Required:**
N/A
- **Council Request:**
Council requested the City review its purchasing policies and procedures.
- **Other Key Facts:**
N/A

OUTCOMES:

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Recommended updates would require Council approval of Professional Services, Professional Services - Technology, and Architectural and Engineering Services when the total project cost would exceed \$150,000, and for Public Works Agreements when the total project cost would exceed \$700,000. Process and policy improvements will bring efficiencies for staff, City Council, and vendors.

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 (this is the amount allocated specifically for Purchasing Process improvement work)

- \$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
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3/25/2025	Study Session	Provide Direction
7/8/2025	Committee of the Whole - Finance, Administration, and Communications	Provide Direction
8/4/2025	Business Meeting	Approve

Proposed Upcoming Contact(s)

Date	Meeting	Requested Action
9/16/2025	Business Meeting	Approve

Time Constraints:

N/A

ANTICIPATED RESULT IF NOT APPROVED:

N/A

ATTACHMENTS:

Attachment A: PowerPoint: Council Signing Authority Limits for Professional Services, Professional Services - Technology, Architectural and Engineering Services, and Public Works Agreements