



# City of Redmond

15670 NE 85th Street  
Redmond, WA

## Memorandum

**Date:** 8/4/2025  
**Meeting of:** City Council Special Meeting

**File No.** AM No. 25-119  
**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	Haritha Narra	Deputy Finance Director
Finance	Adam O'Sullivan	Financial Services Manager

**TITLE:**

Amendment of Resolution 1604, Section 1.4) For purchases of Instructional/Artistic Services, to Revise Council Approval Limit

- a. Resolution No. 1609: A Resolution of the City Council of the City of Redmond, Washington, Amending Resolution No. 1604, Section 1.4) For purchases of Instructional/Artistic Services

**OVERVIEW STATEMENT:**

Amending Resolution No. 1604, Section 1.4) For purchases of Instructional/Artistic Services, to increase the Council approval limit for instructional and artistic services from \$75,000 to \$150,000 per total project cost.

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

**REQUESTED ACTION:**

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

**REQUEST RATIONALE:**

- **Relevant Plans/Policies:**  
Purchasing Policy, Resolution No. 1604
- **Required:**  
Resolutions require Council approval.
- **Council Request:**  
Council requested the City review its purchasing policies and procedures.
- **Other Key Facts:**  
N/A

**OUTCOMES:**

Council approval of instructional and artistic agreements (i.e., parks and recreational programs, classes, and camps) would only take place when the total project cost would exceed \$150,000. 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
3/25/2025	Study Session	Provide Direction
7/8/2025	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:**

Council approval would continue to be needed for instructional and artistic agreements with a total project cost of \$75,000 or more. This would result in continued administrative burden and potential delays for vendors and program delivery.

**ATTACHMENTS:**

Attachment A: Resolution

Attachment B: Redlined Version of Bidding and Signing Approval Levels Matrix