

Memorandum**Date:** January 26, 2011**To:** John Kovash, Mayor
Members, West Linn City Council**From:** Chris Jordan, City Manager **Subject:** Council Processes: Contracting Authority

As the City's budgetary position continues to force management and the Council to become even more efficient in our operations, staff has identified two minor code changes that we believe would be of assistance:

- 1) Contracting Authority. In February 2005, the City Council approved Resolution 05-03 which modified the City's contracting regulations in accordance with state law. These contracting regulations streamlined the bidding and contracting process for contracts valued less than \$50,000. However, the Section 20.85(E) of the Municipal Code (Local Contract Review Board) was not modified. Therefore, all contracts valued at \$25,000 or greater require Council approval. The contracting system could be streamlined if the Municipal code were amended to mirror the regulations adopted in 2005.
- 2) Intergovernmental Agreements. All IGA's currently require Council approval. Recently, staff brought several IGA's to the Council each with a dollar value of less than \$5,000. The cost to prepare these agenda items, copy documents, have staff attend meetings, etc. may have actually cost more than the value of the IGA. Does the Council want to consider delegating authority to the City Manager to approve IGA's up to a certain dollar threshold to assist in streamlining this process?

Time permitting at the Council retreat, the Council could provide direction on these two issues.