



Staff Report

April 19, 2021 Council Workshop

City Contract Discussion (Resolution No 16-009)

Presenter: Jamal Fox, City Administrator and Cathy Huber Nickerson, Finance Director

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BACKGROUND: At the February 16, 2021 Workshop meeting City Attorney MacPherson presented information about contract authority in other Washington cities similar in size to Camas and included a link to MRSC's Procurement Policy Guidelines. At the March 1, 2021 Workshop meeting, Council Member Chaney asked this item be placed on a future Finance Committee Agenda. At the March 8, 2021 Finance Committee meeting, Council Member Chaney recommended he take the item up with the City Administrator, the Committee agreed. On March 10, 2021, Council Member Chaney met with City Administrator Fox. At the March 15, 2021 Workshop meeting Council Member Chaney asked that the matter to rescind Resolution 16-009 be placed on the March 15, 2021 Regular Meeting agenda. It could not be acted on in the March 15, 2021 Special Meeting and the item was placed on the April 5, 2021 Workshop Agenda. At that Workshop meeting Finance Director Huber Nickerson provided an overview presentation about the number and types of contracts at the City of Camas and Council Member Hogan asked that the item be added to the April 19, 2021 Regular Meeting agenda for discussion and action.

SUMMARY: RCW 35A.11.010 provides the authority to contract with the City Council. The responsibility to obligate the City resides with the City Council. City Council also has the authority to delegate some of the responsibility to City Administration in order facilitate efficiency for both Council and staff. Council approved Resolution 16-009 by providing thresholds to delegate contract approval to the Mayor or designee. Council also directed the Finance Director to establish administrative policies and procedures to ensure the "City contracting, agreements and procurement activities are in compliance with state law, municipal code, and any applicable resolutions." The City has and is currently in compliance with Resolution 16-009, which annually in independently confirmed by the State of Washington Auditor's Office during the annual financial audit of the City.

EQUITY CONSIDERATIONS:

What are the desired results and outcomes for this agenda item? The intent of the discussion is to thoroughly review the resolution and garner feedback from each Council Member.

What's the data? What does the data tell us? The data shows most Washington cities have thresholds to determine which contracts are reviewed by City Council and which are

delegated to staff internal processes. State law provides latitude for cities to determine their own processes. MRSC guidance has been incorporated into the City's practices.

How have communities been engaged? Are there opportunities to expand engagement? N/A

Who will benefit from, or be burdened by this agenda item? This agenda item is intended to benefit citizens by ensuring the City's financial resources are prudently spent efficiently.

What are the strategies to mitigate any unintended consequences? The City has policies and procedures in place which the State Auditor evaluates annually.

Does this agenda item have a differential impact on underserved populations, people living with disabilities, and/or communities of color? Please provide available data to illustrate this impact. N/A

Will this agenda item improve ADA accessibilities for people with disabilities? N/A

What potential hurdles exist in implementing this proposal (include both operational and political)? Staff seeks to accommodate Council's concerns on the handling of large contracts at the City of Camas; both legislatively and within administration processes.

How will you ensure accountabilities, communicate, and evaluate results? Staff will adhere to any policy adopted by Council and communicate information as requested by Council.

How does this item support a comprehensive plan goal, policy, or other adopted resolution? City staff support the Council's authority to determine contract authority and aim to do so in the most efficient and transparent manner possible.

BUDGET IMPACT: Depending upon Council's decision, there could be budgetary impacts with potential staffing needs to implement a new process.

RECOMMENDATION: This item is also on the April 19, 2021 Regular Meeting agenda for Council's consideration.