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Van Duzer
LEG Contract Filing ORD
September 19, 2012
Version #2

CITY OF SEATTLE
ORDINANCE _____
COUNCIL BILL 117597

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AN ORDINANCE relating to the filing of consultant contracts; amending Section 20.50.070 of the Seattle Municipal Code to establish a date by which contracts must be filed with the City Clerk.

WHEREAS, in 1980, Ordinance 108762 called for consultant contracts to be filed immediately with the City Clerk following execution by all parties; and

WHEREAS, in 2005, Ordinance 121722 specified that consultant contracts are to be filed by the responsible department but also removed the requirement for immediate filing; and

WHEREAS, the lack of guidance for when contracts are to be filed can cause confusion for departments and the general public; and

WHEREAS, a consistent standard for prompt filing increases transparency and trust in City government; NOW, THEREFORE,

BE IT ORDAINED BY THE CITY OF SEATTLE AS FOLLOWS:

Section 1. Seattle Municipal Code 20.50.070, last amended by Ordinance 121722, is amended as follows:

SMC 20.50.070 Filing of Consultant contracts.

Departments shall file one ~~((+))~~ complete copy of each Consultant Contract with original signatures with the City Clerk or such official's functional successor by no later than 14 days following execution by all parties. A copy of such Contract shall also be provided by the concerned Department to the Director ~~upon request~~.

1 Section 2. This ordinance shall take effect and be in force 30 days after its approval by
2 the Mayor, but if not approved and returned by the Mayor within ten days after presentation, it
3 shall take effect as provided by Seattle Municipal Code Section 1.04.020.

4 Passed by the City Council the ____ day of _____, 2012, and
5 signed by me in open session in authentication of its passage this
6 ____ day of _____, 2012.

7 _____
8 _____
9 President _____ of the City Council

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11 Approved by me this ____ day of _____, 2012.

12 _____
13 _____
14 Michael McGinn, Mayor

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16 Filed by me this ____ day of _____, 2012.

17 _____
18 _____
19 Monica Martinez Simmons, City Clerk

20 (Seal)

FISCAL NOTE FOR NON-CAPITAL PROJECTS

Department:	Contact Person/Phone:	CBO Analyst/Phone:
Legislative	Nate Van Duzer/3-7801	NA

Legislation Title: AN ORDINANCE relating to the filing of consultant contracts; amending Section 20.50.070 of the Seattle Municipal Code to establish a date by which contracts must be filed with the City Clerk.

Summary of the Legislation:

This legislation specifies that departments must file consultant contracts with the City Clerk by no later than 14 days following execution by all parties.

Background:

The Seattle Municipal Code requires that consultant contracts must be filed with the City Clerk but does not provide a timeframe in which that shall occur. The lack of guidance for when contracts are to be filed can cause confusion for departments and the general public.

In 1980, Ordinance 108762 called for consultant contracts to be filed immediately with the City Clerk following execution by all parties. In 2005, Ordinance 121722 specified that consultant contracts are to be filed by the responsible department but also removed the requirement for immediate filing.

Please check one of the following:

This legislation does not have any financial implications.

This legislation has financial implications.

Other Implications:

- a) **Does the legislation have indirect financial implications, or long-term implications?**
No.
- b) **What is the financial cost of not implementing the legislation?**
No financial cost.
- c) **Does this legislation affect any departments besides the originating department?**
Yes, the legislation provides clarity to the requirement for consultant contract filing placed on all City departments.
- d) **What are the possible alternatives to the legislation that could achieve the same or similar objectives?** None.



e) Is a public hearing required for this legislation?

No.

f) Is publication of notice with *The Daily Journal of Commerce* and/or *The Seattle Times* required for this legislation?

No.

g) Does this legislation affect a piece of property?

No.

h) Other Issues:

None.

