



## MEMORANDUM

**To:** Mayor and City Council

**From:** Brad Reid, Director of Parks and Recreation

**Date:** December 10, 2019

**Reference:** Consider an Ordinance of the City of Coppell, Texas, Amending the Code of Ordinances by amending Chapter 1, Administration, Article 1-5. - City Manager, by adding Subsection J to Section 1-5-6, authority to purchase and approve change orders; to authorize City Manager to execute contracts for the presentation of the arts; providing a repealing clause; providing a severability clause; providing an effective date; and authorizing the Mayor to sign

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### Introduction:

The execution of contracts and change orders for the arts is a relatively new procurement process for the city and with the pending opening of the new Arts Center, will become a more prominent component of the city's procurement repertoire. Because of industry standards during the negotiations with artists, coupled with the accelerated time-frame often associated with the decision making while working through these contracts, it is recommended that the City Manager have the authority to execute all contracts, regardless of the contracted amount.

There are very few instances anticipated to occur when the City Manager would not have this authority under the existing rules, but there will be occasions when the contracts could exceed the current signature authority of the City Manager. Approval of this change to the ordinance will allow for the City Manager to execute these infrequent contracts for arts related services only.

The Eisemann Center, owned and operated by the city of Richardson, has a similar ordinance in place allowing the City Manager to execute contracts pertaining to the presentation of the arts. This has provided the Eisemann Center the ability to enter into agreements with artists and performers within the industry standard timeframe.

### Legal Review:

Agenda back-up was prepared by legal counsel.

**Fiscal Impact:**

This item does not have a fiscal impact.

**Recommendation:**

The Parks and Recreation Department recommends approval of this item.