

An ordinance amending Section 10.2 of the Los Angeles Administrative Code to increase the value of City contracts required to be in writing and to amend and add categories of contracts that will not require City Attorney approval as to form.

**THE PEOPLE OF THE CITY OF LOS ANGELES
DO ORDAIN AS FOLLOWS:**

Section 1. Section 10.2 of the Los Angeles Administrative Code is amended in its entirety to read as follows:

Sec. 10.2. Formalities – Approval.

Except as otherwise provided by ordinance, every contract involving consideration reasonably valued at more than \$5,000, except in cases of urgent necessity for the preservation of life, health or property as provided in Section 371(e)(5) of the Charter, shall be made in writing or other manner as provided by ordinance. The draft of the contract shall be approved by the board, officer or employee authorized to make the contract. Every contract must be approved by the City Attorney as to form, except the following:

- (1) Contracts, including, but not limited to, those of the Departments of Los Angeles World Airports, Harbor and Water and Power, involving a sum of \$100,000, or less, for the purchase of materials, supplies and equipment, and the rental, repair and maintenance thereof;
- (2) Contracts of the Departments of Los Angeles World Airports, Water and Power, Recreation and Parks, Harbor and Library, involving the sum of \$5,000 or less for professional and personal services;
- (3) Contracts involving the sum of \$5,000 or less for the payment of City membership dues budgeted in the General City Purposes section of the Budget;
- (4) Contracts involving the sum of \$5,000 or less for the payment of subscriptions for newspapers, professional journals, on-line information and research services; and
- (5) Contracts not required to be made in writing or other manner as provided by ordinance.

The contract shall be signed on behalf of the City by:

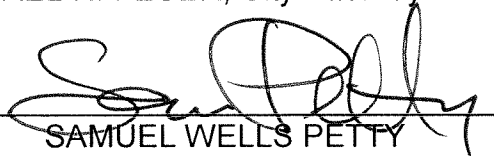
- (a) the Mayor;
- (b) the board, officer or employee authorized to enter into the contract; or
- (c) in the case of a contract authorized by Council, the person authorized by the Council.

The City shall not be, and is not, bound by any contract unless it complies with the requirements of this section and all other applicable requirements of the Charter.

Sec. 2. The City Clerk shall certify to the passage of this ordinance and have it published in accordance with Council policy, either in a daily newspaper circulated in the City of Los Angeles or by posting for ten days in three public places in the City of Los Angeles: one copy on the bulletin board located at the Main Street entrance to the Los Angeles City Hall; one copy on the bulletin board located at the Main Street entrance to the Los Angeles City Hall East; and one copy on the bulletin board located at the Temple Street entrance to the Los Angeles County Hall of Records.

Approved as to Form and Legality

MICHAEL N. FEUER, City Attorney

By 
SAMUEL WELLS PETTY
Deputy City Attorney

Date _____

File No. 17-0600

M:\GENERAL COUNSEL DIVISION\ORDINANCES AND REPORTS\ORDINANCES - FINAL\LAAC 10.2 - Contracting Formalities
Revision - Final.docx

I hereby certify that the foregoing ordinance was passed by the Council of the City of Los Angeles.

CITY CLERK

MAYOR

Ordinance Passed _____

Approved _____