RESOLUTION NO. 16-009

A RESOLUTION establishing thresholds for the delegation of contracting and agreement authority to the Mayor or designee and directing the Finance Director to establish and administer the necessary policies and procedures for contracting, agreements, and purchasing to ensure compliance with state law, municipal code, and any applicable resolutions.

WHEREAS, the legislature has vested the authority to contract and procure with the Council, pursuant to RCW 35A.11.010; and

WHEREAS, the Council exercises general control over the City's contracting and agreement activities through its adoption of the annual budget and through the accounts payable process; and

WHEREAS, the Council recognizes that the scope of contracting and agreement activities at the City is such that a reasonable delegation of contracting and agreement authority to the Mayor or designee is in the best interest of the City by facilitating administrative efficiency; and

WHEREAS, the Finance Director should be directed to establish the necessary administrative policies and procedures to ensure that City contracting, agreements, and procurement activities are in compliance with state law, municipal code, and any applicable resolutions;

NOW, THEREFORE, BE IT RESOLVED BY THE COUNCIL OF THE CITY OF CAMAS AS FOLLOWS:

I

The Council hereby establishes the thresholds for the delegation of contract and agreement approval authority to the Mayor or designee as shown in Exhibit A.

II

The Finance Director is directed to establish the necessary administrative policies and

procedures to ensure that City contracting, agreements, and procurement activities are in compliance with state law, municipal code, and any applicable resolutions.

ADOPTED BY THE COUNCIL OF THE CITY OF CAMAS AND APPROVED BY THE MAYOR this 16th day of May, 2016.

SIGNED: _____
Mayor

ATTEST: _____
Clerk

APPROVED as to form:

_____
City Attorney

EXHIBIT A

CONTRACT AND AGREEMENT THRESHOLDS

The expenditure of public funds for the purchase of and contracting for goods, services, supplies, and materials and all other contracts and agreements shall comply with all applicable state law requirements set forth in the Revised Code of Washington (RCW) and the Washington Administrative Code (WAC), in addition to any applicable federal laws and regulations.

The City Council authorizes the Mayor, or designee, to enter into and execute on behalf of the City the following contracts and/or agreements without individual approval of each contract and/or agreement by the City Council, so long as the contract and/or agreement is consistent with the approved budget for the City, and the City's liability under the contract and/or agreement does not exceed available fund balances.

A. Professional Service Contracts and Agreements – including, but not limited to contracts and agreements for architectural, engineering, legal, and consulting services involving a cost or fee of less than $50,000.

B. Maintenance/Service Contracts – for nonprofessional services involving a cost or fee of less than $50,000.

C. Lease Agreements – for materials, supplies, and equipment where the expenditures or fee do not exceed $50,000 per year.

D. Public Works Projects – Small Works Roster Projects with a single trade involving expenditures of less than $100,000 and Small Works Roster Projects with multiple trades involving expenditures of less than $150,000.

E. Public Works Projects - Capital and Major Maintenance Projects in excess of the limits set forth in subsection D herein shall proceed to Council for approval. The Mayor or his designee shall have the authority to execute the Change Orders up to 10% of the contract total, provided that the Change Orders are within the limits of the original contract and consistent with the scope and intent of the authorized project.

The breaking down of any purchase contract or agreement into units or phases for the purpose of avoiding the maximum dollar threshold is prohibited.

The Mayor, in the Mayor's discretion, may present any contract or agreement to the City Council for prior approval, even if the contract or agreement is allowed to be approved without prior City Council approval.