

## 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 **\$10,000**.
- B. Maintenance/Service Contracts – for nonprofessional services involving a cost or fee of less than **\$10,000**.
- C. Lease Agreements – for materials, supplies, and equipment where the expenditures or fee do not exceed **\$10,000** per year.
- D. Public Works Projects – Small Works Roster Projects with a single trade involving expenditures of less than **\$50,000** and Small Works Roster Projects with multiple trades involving expenditures of less than **\$100,000**.
- 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.

**Following City Council approval of any contract and/or agreement any subsequent annual or recurring renewal thereof may be exercised by the Mayor or designee without additional Council approval, 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.**

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.