

**CITY OF COSMOPOLIS**  
**RESOLUTION NO. 2022-01**

A RESOLUTION establishing a policy which authorizes the Mayor to execute certain City contracts and Department Heads to make certain purchases without obtaining prior approval of the City Council.

WHEREAS, in order to promote efficiency and the reduction of unnecessary formalities which delay the performance of City business, the City Council has determined that it is necessary to authorize the Mayor to execute certain City contracts and to pay certain City debts, and to authorize Department Heads to make certain purchases without obtaining prior approval of the City Council; NOW THEREFORE,

**BE IT RESOLVED BY THE MAYOR AND CITY COUNCIL OF THE CITY OF COSMOPOLIS, WASHINGTON, IN REGULAR MEETING DULY ASSEMBLED, AS FOLLOWS:**

**SECTION 1. Public Works Projects:** The Mayor shall be authorized to execute any public works projects contracts, and to direct the payment of the contracted amount in due course, without obtaining prior City Council approval, when all of the following factors are present:

- a. The public works project has been previously approved by the City Council as part of the current budget or any current year supplemental budget, or a capital project budget; and
- b. The total amount to be paid for the public works contract is \$15,000.00 or less, excluding sales tax; and
- c. The public works project was awarded through the small works process and the public works contract conforms with all applicable State and City laws and regulations regarding performance bonds and retainage requirements.

**SECTION 2. Personal Services Contracts and Other Contracts:** The Mayor shall be authorized to execute any personal services contracts and contracts other than public works contracts, and to authorize the payment of the contracted amount in due course, without obtaining prior City Council approval, when all of the following factors are present:

- a. The subject of the contract and contracted amount has been previously approved by the City Council as part of the current budget or any current year supplemental budget, or a capital project budget; and
- b. The total amount of the contract is \$10,000.00 or less, excluding sales tax; and
- c. The personal services contract or other contract does not involve a former employee or official of the City of Cosmopolis.

**SECTION 3. Purchases:** The Mayor and Department Heads shall be authorized to make any purchases on behalf of the City without obtaining prior City Council approval, when all of the following factors are present:

a. The item or items to be purchased have been previously approved for purchase by the City as part of the current budget or any current year supplemental budget, or a capital project budget; and

b. For the water, streets and sewer departments, equipment purchases where the total cost of the purchased item is \$15,000.00 or less, excluding sales tax, and the City has complied with state bidding requirements; and

c. For all other departments, and for purchases by the water, streets, sewer and stormwater departments that do not involve equipment, where the total cost of the purchased item is \$5,000 or less, excluding sales tax; and

d. For all departments, the purchase of office and operating supplies shall be made through a centralized purchasing system developed and conducted by the finance department.

PASSED AND APPROVED this 18th day of May, 2022.

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Mayor

Attest:

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Finance Director