



Staff Report – Resolution 25-007 Revisions to Small Works Roster Process

May 19, 2025 Council Regular Meeting

Resolution 25-007 Revisions to Small Works Roster Process

Presenter: Jen Hertz, Procurement Specialist

Cathy Huber Nickerson, Finance Director

Matthew Thorup, Assistant Finance Director

Time Estimate: 5 minutes

Phone	Email
360.817.7256	jhertz@cityofcamas.us
360.817.7020	chuber@cityofcamas.us
360.817.7021	mthorup@cityofcamas.us

BACKGROUND: Staff presented the proposed revisions to the Small Works Roster Process at the Council Workshop on May 5, 2025. Recent Legislative changes at the state level have made changes to how municipalities may utilize the Small Works Roster effective July 1, 2024. These revisions would repeal and replace Resolution 21-011 for these changes.

These changes include the elimination of references to the limited works roster that was repealed effective July 1, 2024, as well as allowing for direct contract negotiations as permitted under RCW 39.04.152.

SUMMARY: Staff is recommending a Resolution to repeal and replace Resolution 21-011 had already been authorized by Council. This new Resolution is an update to Resolution 21-011 for the recent state legislative changes.

BENEFITS TO THE COMMUNITY: These recommendations should improve the procurement process with the City. These updates align the City's processes with methods permitted by state law.

POTENTIAL CHALLENGES: As with any new or updated process, there will be a learning curve that may take some time to get used to. Staff will provide internal and external training to help mitigate this challenge.

BUDGET IMPACT: These changes do not have any budget impact.

RECOMMENDATION: Staff recommends that Council move to approve Resolution 25-007 to revise the City's Small Works Roster process to align with recent state legislative changes.