



Staff Report – Resolution 25-006 Increase to Approval Thresholds

May 19, 2025 Council Regular Meeting

Resolution 25-006 Increase to Approval Thresholds

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 change to the contract approval thresholds at the Council Workshop on May 5, 2025. These proposed increased to the Mayor’s authority have been shared previously with the Finance Committee. This increase in approval authority allows the City to move forward with capital and other projects listed in the Resolution that Council would have approved through the City budget process or in approval of the business plans for the enterprise funds.

SUMMARY: Staff is recommending a Resolution to update the thresholds for contracts requiring City Council Review for projects that had already been authorized by Council.

BENEFITS TO THE COMMUNITY: These recommendations should improve the procurement process with the City. Since the Mayor would be authorized to execute contracts under the thresholds in Exhibit A of Resolution 25-006, this would save staff time preparing staff reports and presentations for Council workshops and meetings, as well as reduce the time for these projects to be completed.

POTENTIAL CHALLENGES: Even with the increase in approval thresholds, change orders greater than 10% of the original contract amount will still require Council approval, which may slow down some projects.

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

RECOMMENDATION: Staff recommends that Council move to approve Resolution 25-006 to increase the dollar amount of the contracts or agreements the Mayor or designee is authorized to execute.