



2025 Purchasing Policy Updated Authority for Purchases

Budgeted Purchases

Under \$50,000	City Administrator (includes Deputies)
Over \$50,000	City Council

Unbudgeted Purchases (not in budget)

All Unbudgeted Purchases must go to City Council as a budget amendment. Mayor and City Councilmember will work together with staff to take to City Council.

Overbudgeted Purchases (in budget but increase over line item or project line item)

Under \$25,000	City Administrator
Between \$25,000 and \$50,000 – Line item	Mayor and City Administrator
Over \$50,000 – Line Item	Mayor, City Administrator, and Department Head take to Council
Contract - \$25,000 and \$50,000	Mayor and City Administrator in consultation with Council Member Liaison
Contract – Over \$50,000	Mayor and City Administrator in consultation with Council Member Liaison takes to City Council

Contract Liaison – Council Member

- Over \$25,000 City Construction Contract – Mayor will appoint a Council Member to attend Construction Management meetings and provide input as needed during the process. Changes to the contract will be communicated to Liaison.
- Staff will start providing a monthly Construction Report on City Led Projects to City Council drafted by our Construction Management/Public Works.

All purchases will be run through the Finance Department to verify the budgeted amount.