



City of Stevenson

Leana Kinley, City Administrator

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7121 E Loop Road, PO Box 371
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To: City Council
From: Leana Kinley, City Administrator
RE: Purchasing Policy
Meeting Date: February 17, 2022

Executive Summary:

The 2020 Performance Audit highlighted gaps in our procurement policy. The updated financial policy integrates recommended changes to the policy and incorporates changes to thresholds as adopted by both the federal and state governments.

Overview of Items:

Enclosed is a copy of the current policy, Resolution 227, and the proposed revision. A summary of some of the changes are listed below:

Purchasing Type	Old Limits	Revised Limits
General Procurement-Direct purchase	\$7,500	\$15,000
General Procurement-Informal (3 Quotes)	\$7,500-\$15,000	\$15,000-\$250,000
General Procurement-Formal	>\$15,000	>\$250,000
Public Works-Minimal	≤\$39,999	<\$10,000
Public Works-(Single Craft)	<\$40,000	<\$75,500
Public Works-(Multi Craft)	<\$60,000	<\$116,155
IT	\$7,500	\$15,000
All Services (excluding Architects & Engineers)	\$7,500	\$15,000
Architect & Engineers	All/\$0	\$250,000

The current practice is for any contract which spans the budget year to be approved by council, regardless of amount. This policy would authorize the Mayor, and as a designee the City Administrator, to sign contracts up to \$250,000 and approve all budgeted purchases without dollar limitation. Any purchases made and/or contracts executed over \$10,000 will be reported to council at the next regular meeting.

All grant applications and federal grant reimbursement requests must be signed by the Mayor, designees are not permitted.

Action Needed:

Approve resolution adopting the policy revisions as presented or with recommended changes.