



April 10, 2025

AGENDA ITEM # **9**

ADOPT A RESOLUTION AUTHORIZING THE EXECUTIVE DIRECTOR TO ENTER INTO CONTRACTS IN AMOUNTS OF \$100,000 OR LESS.

Action Requested: Adopt Resolution

Key Staff: Dustin Purinton, Accounting Manager

Recommendation

Adopt a resolution authorizing the Executive Director to make purchases or enter into contracts for services, supplies, and equipment in amounts of \$100,000 or less.

Background

In July 1993, the STA Governing Board passed Resolution STA-93-0024 authorizing the Executive Director or his/her designee to make purchases and/or enter into contracts in amounts of \$10,000 or less. In August 2016, the STA Governing Board passed Resolution STA-16-0006 updating the contracting authority to \$50,000. As STA continues to implement transportation programs and initiatives, the need for timely and efficient contract execution has become more important.

Discussion

The proposed contracting authority increases to \$100,000 aligns STA with best practices observed in similar agencies and provides the following key benefits.

- **Improved Efficiency:** Reducing the frequency of Board approvals for routine and lower-value contracts will expedite project implementation and administrative processing.
- **Benchmarking with Peer Agencies:** A review of regional transportation agencies indicates that a \$100,000 threshold is a reasonable and standard practice.
- **Maintaining Oversight:** While the threshold increases, all contracting activity will remain subject to established procurement policies, reporting requirements, and budgetary constraints approved by the Board.

Fiscal Impact

The proposed increase does not authorize additional expenditure but rather streamlines approval for budgeted contracts. All financial commitments will continue to be subject to STA's annual budget and procurement policies.

Attachment

Contracting Authority Resolution