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- 2 1. **Monetary cap:** Notwithstanding the authorized limits specified for intermediate
- 3 Procurement or as otherwise designated in LCMC 2.05.050, the City Manager's
- 4 authority for fiscal year 2017-2018 is limited to fifty percent (50%) of the
- 5 applicable Attorney General Model Contracting Rules limit, including but not
- 6 limited to the following:
- 7
- 8 a. Personal & Professional Services: \$50,000.
- 9 b. Public Improvements: \$50,000.
- 10 c. Materials and Trade Services: \$75,000.
- 11
- 12 2. **Legal review:** When Procurement includes a contract, the contract shall be in a
- 13 standard approved city form or the contract shall be reviewed and approved as
- 14 to form by the City Attorney.
- 15
- 16 3. **Legally available funds:** The purchase order system shall include an
- 17 identification of the line item(s) or account numbers(s) where legally available
- 18 funds are budgeted for the project. If restricted funds are used (such as grant or
- 19 bond funds) the purchase order system shall identify the restricted source of the
- 20 funds.
- 21
- 22 4. **Activity Report:** A report to Council shall be prepared by the City Manager prior
- 23 to the end of each fiscal year listing all intermediate Procurements and contracts
- 24 above \$25,000, entered into pursuant to the delegation of contracting authority
- 25 pursuant to LCMC 2.05.050.
- 26

27 **Section 3. Identification of Designated Staff.** City employee positions delegated

28 contract authority pursuant to LCMC 2.05.050 are identified as follows:

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- 30 A. Finance Director
- 31 B. Public Works Director
- 32 C. Planning Director
- 33 D. Urban Renewal Director
- 34 E. Chief of Police

- 1 F. Human Resource Director
- 2 G. City Attorney
- 3 H. VCB Director
- 4 I. Other City staff designated by Written Order of the City Manager

5
6 **Section 4. Delegation to Designated Staff.** The delegation of contract authority to
7 the Designated Staff identified above is subject to limitation by Written Order of the City
8 Manager.

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10 **Section 5. Effective Date.** This resolution shall take effect on July 1, 2017.

11
12 **PASSED AND ADOPTED** by the City Council of the City of Lincoln City this 22nd day of
13 May, 2017.

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16
17 
18 _____
DON WILLIAMS, MAYOR

19
20
21 ATTEST:

22 
23 _____
24 CATHY STEERE, CITY RECORDER