

1 **RESOLUTION NO. 2017-21**

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3 **A RESOLUTION IMPLEMENTING PUBLIC CONTRACTING DELEGATION**  
4 **AUTHORIZED IN LINCOLN CITY MUNICIPAL CODE CHAPTER 2.05 FOR THE**  
5 **2017-2018 FISCAL YEAR; REPLACING RESOLUTION 2017-06**  
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8 **WHEREAS**, the City of Lincoln City Municipal Code, Title 2, Chapter 2.05 (Public  
9 Contracting), Section 2.05.050 (City Manager Authority), delegates public contract  
10 authority to the City Manager and designated staff in accordance with the limits for  
11 intermediate and small Procurements set forth in the Attorney General Model Rules; and  
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13 **WHEREAS**, Section 2.05.050 specifically authorizes the City Council to limit,  
14 condition or restrict the delegation to the City Manager by Resolution; and  
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16 **WHEREAS**, Section 2.05.050 further authorizes the City Council to identify by  
17 Resolution "Designated Staff" eligible to receive public contracting authority and further  
18 permits the City Manager to limit, condition or restrict the delegation to the Designated  
19 Staff by Written Order; and  
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21 **WHEREAS**, Resolution 2016-12 concerned the delegation of public contracting  
22 authority for fiscal year 2016-2017 and expires according to its own terms on June 30,  
23 2017; and

24 **WHEREAS**, Resolution 2017-06 concerned the delegation of public contracting  
25 authority for fiscal year 2017-2018; and  
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27 **WHEREAS**, City Administration has hired a Parks and Recreation Director and the  
28 position is not reflected on Resolution 2017-06; and  
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30 **WHEREAS**, this Resolution replaces Resolution 2017-06 and now correctly  
31 reflects all Departments with delegated contract authority.  
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33 **NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF**  
34 **LINCOLN CITY, AS FOLLOWS:**  
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1 **Section 1. Recitals.** The recitals set forth above are true and correct and incorporated  
2 herein by this reference.

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4 **Section 2. Delegation to City Manager.** The delegation of contract authority to the  
5 City Manager in LCMC 2.05.050 is hereby subject to the following limitations, conditions  
6 and restrictions:

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8 1. **Monetary cap:** Notwithstanding the authorized limits specified for intermediate  
9 Procurement or as otherwise designated in LCMC 2.05.050, the City Manager's  
10 authority for fiscal year 2017-2018 is limited to fifty percent (50%) of the  
11 applicable Attorney General Model Contracting Rules limit, including but not  
12 limited to the following:

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14 a. Personal & Professional Services: \$50,000.  
15 b. Public Improvements: \$50,000.  
16 c. Materials and Trade Services: \$75,000.

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18 2. **Legal review:** When Procurement includes a contract, the contract shall be in a  
19 standard approved city form or the contract shall be reviewed and approved as  
20 to form by the City Attorney.

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22 3. **Legally available funds:** The purchase order system shall include an  
23 identification of the line item(s) or account numbers(s) where legally available  
24 funds are budgeted for the project. If restricted funds are used (such as grant or  
25 bond funds) the purchase order system shall identify the restricted source of the  
26 funds.

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28 4. **Activity Report:** A report to Council shall be prepared by the City Manager prior  
29 to the end of each fiscal year listing all intermediate Procurements and contracts  
30 above \$25,000, entered into pursuant to the delegation of contracting authority  
31 pursuant to LCMC 2.05.050.

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33 **Section 3. Identification of Designated Staff.** City employee positions delegated  
34 contract authority pursuant to LCMC 2.05.050 are identified as follows:

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- A. Finance Director
- B. Public Works Director
- C. Planning Director
- D. Urban Renewal Director
- E. Chief of Police
- F. Human Resource Director
- G. City Attorney
- H. VCB Director
- I. Library Director
- J. Parks and Recreation Director
- K. IT Director
- L. Other City staff designated by Written Order of the City Manager

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

**Section 5. Effective Date.** This resolution shall take effect on this 11<sup>th</sup> day of December, 2017.

**Section 6.** Resolution 2017-06 is replaced by this Resolution and shall not be effective after December 11, 2017.

**PASSED AND ADOPTED** by the City Council of the City of Lincoln City this 11<sup>th</sup> day of December, 2017.

  
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 DON WILLIAMS, MAYOR

ATTEST:

  
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 CATHY STEERE, CITY RECORDER