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RESOLUTION NO. 2015-11

**A RESOLUTION IMPLEMENTING PUBLIC CONTRACTING DELEGATION
AUTHORIZED IN LINCOLN CITY MUNICIPAL CODE CHAPTER 2.05 FOR
THE 2015-2016 FISCAL YEAR**

WHEREAS, the City of Lincoln City Municipal Code, Title 2, Chapter 2.05 (Public Contracting), Section 2.05.050 (City Manager Authority), delegates public contract authority to the City Manager and designated staff in accordance with the limits for intermediate and small Procurements set forth in the Attorney General Model Rules; and

WHEREAS, Section 2.05.050 specifically authorizes the City Council to limit, condition or restrict the delegation to the City Manager by Resolution; and

WHEREAS, Section 2.05.050 further authorizes the City Council to identify by Resolution "Designated Staff" eligible to receive public contracting authority and further permits the City Manager to limit, condition or restrict the delegation to the Designated Staff by Written Order; and

WHEREAS, Resolution 2014-15 concerned the delegation of public contracting authority for fiscal year 2014-2015 and expires according to its own terms on June 30, 2015; and

WHEREAS, this Resolution sets the limits of public contracting authority for the 2015-2016 fiscal year.

**NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF
LINCOLN CITY, AS FOLLOWS:**

Section 1. Recitals. The recitals set forth above are true and correct and incorporated herein by this reference.

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

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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 2015-2016 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:

- 29
30 A. Finance Director
31 B. Public Works Director
32 C. Planning Director
33 D. Urban Renewal Director
34 E. Chief of Police

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- F. Human Resource Director
- G. City Attorney
- H. 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 July 1, 2015.

PASSED AND ADOPTED by the City Council of the City of Lincoln City this 8TH day of June 2015.



DON WILLIAMS, MAYOR

ATTEST:


CATHY STEERE, CITY RECORDER