

1  
2  
**RESOLUTION NO. 2016-12**

3  
4  
5  
6  
7  
**A RESOLUTION IMPLEMENTING PUBLIC CONTRACTING DELEGATION  
AUTHORIZED IN LINCOLN CITY MUNICIPAL CODE CHAPTER 2.05 FOR  
THE 2016-2017 FISCAL YEAR**

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  
12

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  
15

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  
20

21           **WHEREAS**, Resolution 2015-11 concerned the delegation of public contracting  
22 authority for fiscal year 2015-2016 and expires according to its own terms on June 30,  
23 2016; and  
24

25           **WHEREAS**, this Resolution sets the limits of public contracting authority for the  
26 2016-2017 fiscal year.  
27

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

30           **Section 1. Recitals.** The recitals set forth above are true and correct and incorporated  
31 herein by this reference.  
32

33           **Section 2. Delegation to City Manager.** The delegation of contract authority to the  
34 City Manager in LCMC 2.05.050 is hereby subject to the following limitations, conditions  
35 and restrictions:  
36

1  
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 2016-2017 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

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

4

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

8

9 **Section 5. Effective Date.** This resolution shall take effect on July 1, 2016.

10

11 **PASSED AND ADOPTED** by the City Council of the City of Lincoln City this 25<sup>th</sup> day of  
12 April 2016.

13

14

15

16   
17 \_\_\_\_\_  
18 **DON WILLIAMS, MAYOR**

19

20 **ATTEST:**

21   
22 \_\_\_\_\_  
23 **CATHY STEERE, CITY RECORDER**