

RESOLUTION NO. 2024-03

A RESOLUTION ESTABLISHING PURCHASING AUTHORITY AND SPENDING LIMITS FOR THE CITY OF COBURG STAFF

WHEREAS, the City of Coburg (City) has adopted Ordinance No. A-255, which identifies the City Administrator as the City’s purchasing manager; and

WHEREAS, Ordinance No. A-255 further directs that City Administrator and other staff spending authorities be delegated by resolution; and

WHEREAS, the City’s daily operations require staff to initiate procurements for public contracts, including those for goods, services, and public improvements, as well for as non-public contracts, such as grant agreements and real property leases, in the most efficient manner; and

WHEREAS, it is in the City’s best interest for staff to be able to award certain contracts in an efficient and cost-effective manner, while retaining ultimate fiscal responsibility to the City Council; and

WHEREAS, the City Council, by this resolution, wishes to delegate some Contracting Agency authority to the City Administrator, City department heads and other staff, and establish spending limits therefore.

NOW, THEREFORE, the City Council hereby resolves as follows:

Section 1: Definitions. For the purposes of this resolution and the related policies, rules, and procedures, the following terms shall have the following meanings:

- 1.1 “Emergency” means circumstances that (1) could not have been reasonably foreseen; (2) create a substantial risk of loss, damage or interruption of services or a substantial threat to property, public health, welfare or safety; and (3) require prompt execution of a contract to remedy the condition.
- 1.2 “Procurement” means the act of purchasing, leasing, renting or otherwise acquiring interests in real property, goods and services, or construction labor and materials. Procurement includes each function and procedure undertaken or required to be undertaken by the City to enter into, administer, and obtain performance under a City Contract pursuant to the City’s Public Contracting Rules or state law.

Section 2: City Administrator Authority. The City Administrator, or the City Administrator’s designee, is authorized to:

- A. Enter into City contracts in amounts not exceeding **[\$50,000/75,000]**. Contracts over this delegated spending limit require additional authorization from the City Council.

B. Enter into contracts in an Emergency in amounts not exceeding **[\$100,000/\$150,000]**. The City Administrator must inform the Council of all executed Emergency Contracts at the Council's next regularly scheduled meeting.

C. Recommend that the City Council approve or disapprove contract awards, change orders, and amendments in amounts over **[\$50,000/75,000]**.

D. Consistent with Ordinance No. A-255 and the City's Public Contracting Rules, create and amend solicitation materials, contracts, and forms, procedures, and administrative policies for all City Procurements.

E. Enter into contracts or issue permits for local concessions and street vendors pursuant to applicable City policy, where the annual amount to be paid to or by the City is not expected to exceed **[\$50,000/75,000]** per year.

Section 2: **Department Head Authority.** Department heads are hereby authorized to enter into City contracts in amounts not exceeding **[\$5,000/10,000]**. Contracts over **[\$5,000/10,000]** may be entered into by department heads only with the City Administrator's prior written approval.

Section 3. **Other Staff Authority.** City staff other than department heads are authorized to enter into City contracts in amounts not exceeding \$1,500, subject to prior delegation from that staff member's department head and City Administrator's written approval of that delegation.

Section 4. **Contracts with Employees.** Purchases of goods from City employees shall require the prior written authorization of the City Administrator or the City Administrator's designee. Provision of services by City employees shall be in accordance with the City Personnel Policies and other applicable law.

Section 5. **Repeal.** All previously adopted Council action, including but not limited to resolutions, motions, orders or policies, which establish spending authority for the City Administrator and City staff are hereby repealed to the extent inconsistent with the Council's spending authority delegation adopted herein.

Section 6. **Effective Date.** This Resolution shall take effect upon the effective date of Ordinance No. A-255.

APPROVED by the Coburg City Council this 9th day of April, 2024.

ATTEST:

Nancy Bell, Mayor
Dated: _____

Sammy Egbert, City Recorder
Dated: _____

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