

RESOLUTION NO. 1399

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LAKE FOREST PARK, WASHINGTON, ESTABLISHING DELEGATED AUTHORITY FOR CERTAIN TYPES OF CONTRACTS, GRANT APPLICATIONS, AND ESTABLISHING REPORTING REQUIREMENTS.

WHEREAS, RCW 35A.11.010 grants legislative bodies in optional municipal code cities broad power to make contracts; and

WHEREAS, the legislative body also has the authority to delegate the authority to make contracts and Interlocal agreements, and to place appropriate oversight and disclosure conditions upon the use of that authority; and

WHEREAS, the Lake Forest Park City Council has an adopted goal to streamline some of its processes to make the City organization operate more efficiently; and

WHEREAS, on March 8, 2001, the Lake Forest Park City Council adopted Resolution 617, establishing specific purchasing and acquisition procedures but did not overtly delegate the contracting authority to complete those transactions; and

WHEREAS, there are other non-purchasing types of contracts and agreements that are routine and/or regular in nature; and

WHEREAS, there are options to require reporting on uses of delegated authority to allow the City Council to perform appropriate oversight of City functions; and

WHEREAS, there are occasional City emergencies that require purchases and for which our citizens are better-served in not waiting for City Council approval; and

WHEREAS, the City Council improve efficiency in the City organization by adopting appropriate best practices for routine operational and emergency operational contracts;

NOW, THEREFORE, IT IS RESOLVED, that the City Council of the City of Lake Forest Park authorizes the administrative approval of certain contracts and applications for grants with the herein established limits and reporting requirements.

Section 1. Purchases or Acquisitions: Subject to competitive bidding requirements, authority is granted to administration/staff to execute contracts or agreements for goods, services and public works acquired pursuant to the adopted purchasing rules. Such purchases are limited to original acquisitions or renewals that are identified in the adopted budget, within the scope of services discussed in the budget document or deliberations and for purposes of carrying out the operational functions of delivering city services. Items within general or lump sum budget allocations are expected to be those items routinely and regularly acquired for those line items. The authority granted under this Section is limited to the following amounts based on the type of acquisition:

- a. Public Works: \$50,000
- b. All others: \$30,000.

Contracts or services that could reasonably be defined as carrying out policy provisions in the budget (such as for a legislative advocate or a comprehensive plan study) are required to be approved by the City Council regardless of amount.

Section 2. Emergency Contracts: From time to time, emergencies may arise that require immediate action that results in contracts that would otherwise require City Council review and approval.

- a. Public Facility and Infrastructure Emergencies: In the case of significant damage or threat to public infrastructure or public facilities that require immediate action to prevent significant future loss or threat to property or to public safety and meets the definition of "emergency" in RCW 39.04.280(3), a contract of up to \$100,000 is authorized, and all reasonable attempts will be made to follow the Small Works Roster process authorized in Resolution No. 617. In the event that a contract is entered into based on this provision, the Administration will timely notify the City Council of the event, contract and amount.
- b. Other emergencies: No special authorization at this time.

Section 3. Grant Applications: Authority is granted to the administration/staff to apply for grants that would carry out the projects or services in the adopted biennial budget or adopted capital improvement plan (CIP). If a grant requires material matching dollars beyond those included in the funded CIP or impacts an adopted city policy, the administration/staff will seek City Council approval prior to applying.

Section 4. Required Reporting: Any use of this delegated contracting authority granted in Section 1 shall be promptly reported to the City Council in the City Administrator report. If the delegated authority is an emergency contract, the administration will notify the Councilmembers within 24 hours of the emergency and will state whether an emergency meeting of the City Council is necessary. The contract will be presented for ratification at the next regularly scheduled City Council meeting. It will include a resolution pursuant to RCW 39.04.280(2)(b) that makes a written finding outlining the existence of the emergency situation.

PASSED BY A MAJORITY VOTE of the members of the City of Lake Forest Park City Council this 13th day of March, 2014 and signed into authentication this ___th day of March, 2014.

APPROVED:



Mayor

ATTEST:


Evelyn Jahed, City Clerk