



Request for Council Action

TO: Mayor and City Council
FROM: Tim Murray, City Administrator
MEETING DATE: January 14, 2020
SUBJECT: Resolution 2020-003 Approve City Administrator Purchasing and Contracting Authority

Background:

Section 6.05 of the Faribault City Charter requires that the amount for the City Administrator's purchasing and contracting authority be established at least annually by resolution. The amount was set at \$10,000 in 2019 and it is proposed that this amount remain at \$10,000 for 2020.

Recommendation:

Approve City Administrator Purchasing and Contracting Authority

Attachments:

- Resolution 2020-003 Approve City Administrator Purchasing and Contracting Authority

CITY OF FARIBAULT

RESOLUTION #2020-003

APPROVE CITY ADMINISTRATOR PURCHASING AND CONTRACTING AUTHORITY

WHEREAS, the Faribault City Charter Section 6.05 establishes the City Administrator's purchasing and contracting authority and states that City purchases and contracts shall be made or let by the City Administrator when the amount does not exceed an amount established at least annually by the City Council by resolution; and

WHEREAS, the most recent Resolution authorizing the amount not to exceed \$10,000 for purchasing and contracting was approved by the City Council on January 8, 2019; and

WHEREAS, the Charter requires this amount to be established annually.

NOW, THEREFORE BE IT RESOLVED, that pursuant to the authority of Faribault City Charter Section 6.05, the City Council directs that all City purchases and contracts shall be made or let by the City Administrator when the amount involved does not exceed \$10,000, except when necessary to pay monthly utility and credit card bills that produce late fees and interest charges if not paid prior to formal Council approval.

ALSO, BE IT RESOLVED, that consistent with the authority of Faribault City Charter Section 6.05, the City Council directs that the City purchasing and contracting amounts established in this resolution shall remain in effect until such time that the authority granted herein is changed by resolution consistent with the City Charter.

ALSO, BE IT RESOLVED, that the City Council directs that all administrative policies and requirements necessary for City purchases and contracts shall continue to be followed pursuant to the direction of the City Administrator and in compliance with the Faribault City Charter and Minnesota Law.

Date Adopted: January 14, 2020

Faribault City Council

Kevin F. Voracek, Mayor

ATTEST:

Timothy C. Murray, City Administrator