



# Memorandum

**TO:** HONORABLE MAYOR AND  
CITY COUNCIL/SUCCESSOR  
AGENCY BOARD

**FROM:** Richard A. Keit  
Managing Director

**SUBJECT: INTERIM DELEGATION  
OF AUTHORITY**

**DATE:** June 13, 2012

Approved: \_\_\_\_\_

Date: \_\_\_\_\_

6/14/12

## RECOMMENDATION

It is recommended that the City Council acting as the Successor Agency Board adopt a resolution authorizing the Executive Officer, or designee, subject to any and all limitations imposed on the Successor Agency pursuant to the provisions of AB X1 26, to execute, on an emergency basis during Successor Agency Board recesses, all:

- (a) Contracts, contract amendments, change orders and purchase orders which exceed \$250,000;
- (b) Contracts, contract amendments and other agreements or documents as necessary in connection with the administration and winding down of the Successor Agency; and
- (c) Documents necessary for the disposition of real property and non-real property Successor Agency assets.

## OUTCOME

The recommended actions will provide the Executive Officer or designee the authority to execute contracts, contract amendments, change orders and purchase orders over \$250,000 during summer and winter Successor Agency recesses.

## BACKGROUND

The City Manager and has been delegated the authority to execute contracts, contract amendments, change orders and purchase orders over \$250,000 during summer and winter City Council recesses. Staff is seeking the same delegation of authority for the Successor Agency.

### ANALYSIS

Instead of a separate resolution for each winter and summer recess, the delegation of authority will permit Successor Agency staff to deal with emergency situations during formal Board recesses that otherwise could cause delays. In addition, the authority has been expressly limited to the authority of the Successor Agency as provided in AB X1 26.

A formal Board recess is defined as that period of time between the last Successor Agency Board or City Council meeting in December and the first Successor Agency Board or City Council meeting in January or the last regularly scheduled Successor Agency Board or City Council meeting before the annual summer recess and the first Successor Agency Board or City Council meeting after the summer recess.

### EVALUATION AND FOLLOW-UP

A list of all contract amendments, contracts, change orders and purchase orders exceeding \$250,000 executed by the Executive Officer during each recess will be submitted to the Successor Agency Board following the recess.

### PUBLIC OUTREACH/INTEREST

- Criterion 1:** Requires Council action on the use of public funds equal to \$1 million or greater. **(Required: Website Posting)**
- Criterion 2:** Adoption of a new or revised policy that may have implications for public health, safety, quality of life, or financial/economic vitality of the City. **(Required: E-mail and Website Posting)**
- Criterion 3:** Consideration of proposed changes to service delivery, programs, staffing that may have impacts to community services and have been identified by staff, Council or a Community group that requires special outreach. **(Required: E-mail, Website Posting, Community Meetings, Notice in appropriate newspapers)**

This action does not meet any of the criteria listed above. This memorandum will be posted on the City's website for the June 19, 2012 City Council meeting.

### COORDINATION

This report has been coordinated with the City Attorney's Office.

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**CEQA**

Not a Project, File No. PP10-068.



RICHARD A. KEIT  
Managing Director

For questions, please contact Richard Keit, Managing Director, at 408-795-1849.