



Agenda Report

22-877

Agenda Date: 7/12/2022

REPORT TO COUNCIL AND STADIUM AUTHORITY BOARD

SUBJECT

Action on a Joint Resolution Delegating Authority to the City Manager/Executive Director for City/Santa Clara Stadium Authority/Contract Administrator for Sports and Open Space Authority/Executive Director for Housing Authority During the Council Recess from July 13, 2022 to August 15, 2022

COUNCIL PILLAR

Deliver and Enhance High Quality Efficient Services and Infrastructure

BACKGROUND

City Council will take a scheduled recess from July 13, 2022 to August 15, 2022, during which time, no City Council/Santa Clara Stadium Authority/Sports and Open Spaces Authority/Housing Authority meetings will take place. In prior years, Council has delegated authority to the City Manager/Executive Director/Contract Administrator or his designee through resolution (Attachment 1) to approve contracts and take other administrative actions as necessary during the Council recess on items vital to the function of the City. A report summarizing actions taken by the City Manager/Executive Director/Contract Administrator will be presented to the City Council in September 2022.

DISCUSSION

The City's Municipal Code Section 2.105.300 provides cases for emergency procurement by the City Manager where an emergency is defined as, "a situation where immediate action is required to preserve the public peace, health and safety and/or to avoid severe degradation of City property or a facility." If contracts arise during the recess that were not previously anticipated, the City Manager will only act should they meet the above criteria.

The City Manager and City departments have reviewed items that will be crucial to execute during the recess, including but not limited to the following:

- Potential acceptance of grant awarded from California Library Literacy Services projected amount of \$91,766 to fund Santa Clara City Library Adult Literacy Services and Family Literacy Services Program
- Potential acceptance of grant awarded funds from State Homeland Security Grant Program, Justice Assistance Grant Program and / or Citizen's Option for Public Safety Grant
- Extend term of agreement with Hulberg and Associates, Inc. dba, Valbridge Property Advisors for real estate appraisal services to July 31, 2023 with no additional funds

- Accepting grants and donations on behalf of the City and approving associated budget amendments
- Approving grant applications
- Approving purchase agreements within existing budgetary appropriations
- Approving amendments to agreements to ensure projects are not delayed and service is not interrupted

Beyond those listed above, there may be other items that require action by the City Manager or his designee during the Council recess. If such is the case, the City Manager will use the authority delegated to him by City Council to take the necessary steps. This authority will be used only in cases where inaction would result in project delays, interruption of services and operations, adverse fiscal impact or in the event of an emergency. The goal of this delegation of authority is to ensure that the Santa Clara community continues to receive uninterrupted services.

FISCAL IMPACT

The approval of Agreements, Amendments, Change Orders, and Award of Contracts is anticipated to be within the Council approved budget amounts for the projects.

COORDINATION

This report has been coordinated with all other departments as necessary.

PUBLIC CONTACT

Public contact was made by posting the Council agenda on the City's official-notice bulletin board outside City Hall Council Chambers. A complete agenda packet is available on the City's website and in the City Clerk's Office at least 72 hours prior to a Regular Meeting and 24 hours prior to a Special Meeting. A hard copy of any agenda report may be requested by contacting the City Clerk's Office at (408) 615-2220, email clerk@santaclaraca.gov <<mailto:clerk@santaclaraca.gov>> or at the public information desk at any City of Santa Clara public library.

RECOMMENDATION

That the City Council/Stadium Authority Board/Sports and Open Space Authority/Housing Authority:

Adopt a Joint Resolution delegating authority to the City Manager/Executive Officer for City/Santa Clara Stadium Authority/Contract Administrator for Sports and Open Space Authority/Executive Director for Housing Authority to approve project related documents during the Council recess from July 13, 2022 to August 15, 2022 and requiring the City Manager/Executive Director/Contract Administrator to submit a report on actions taken during the Council recess at a City Council/Stadium Authority/Sports and Open Space Authority/Housing Authority meeting in September 2022.

Approved by: Rajeev Batra, City Manager

ATTACHMENTS

1. Resolution