



Agenda Report

19-758

Agenda Date: 7/16/2019

REPORT TO COUNCIL

SUBJECT

Action on a Joint Resolution Delegating Authority to the City Manager/Executive Officer for Santa Clara Stadium Authority/Contract Administrator for Sports and Open Space Authority/Executive Director for Housing Authority During the Council Recess from July 17, 2019 to August 20, 2019

BACKGROUND

City Council will take a scheduled recess from July 17, 2019 to August 20, 2019, 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 her designee 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.

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 unanticipated 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 requested that departments submit items that will be crucial to execute during the recess, but no items were identified as potentially urgent or time-sensitive. However, if an occasion arises where action must be taken, the City Manager will use the authority delegated to her 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, adverse fiscal impact or in the event of an emergency.

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 the Finance Department and City Attorney's Office.

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/Sports and Open Space Authority/Housing Authority/Successor Agency:

Adopt a Joint Resolution delegating authority to the City Manager/Executive Officer for 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 17, 2019 to August 20, 2019 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 2019.

Reviewed by: Nadine Nader, Assistant City Manager

Approved by: Deanna J. Santana, City Manager

ATTACHMENTS

1. Resolution