

RESOLUTION NO. SA-RES-2017-004

RESOLUTION OF THE SUCCESSOR AGENCY TO THE REDEVELOPMENT AGENCY OF THE CITY OF SANTA ROSA DELEGATING CONTRACT AWARD AND MODIFICATION AUTHORITY TO THE EXECUTIVE DIRECTOR AND DESIGNATING THE DEPUTY CITY MANAGER AS THE ASSISTANT EXECUTIVE DIRECTOR

WHEREAS, on November 6, 2012, the Successor Agency to the Redevelopment Agency of the City of Santa Rosa passed Resolution No. SA-2012-11 establishing Rules and Regulations for the operation of the Successor Agency; and

WHEREAS, the Rules and Regulations established the Chair of the Successor Agency as the officer that shall sign all contracts, deeds, and other instruments and the Successor Agency wishes to delegate contract award and modification authority to the Executive Director; and

WHEREAS the Rules and Regulations allow for this authority to be delegated by resolution of the Successor Agency; and

WHEREAS, the Rules and Regulations define the Assistant Executive Director as the Assistant City Manager of the City of Santa Rosa and the Successor Agency wishes to amend this definition due to operational changes within the City organization.

NOW, THEREFORE, BE IT RESOLVED that the Successor Agency to the Redevelopment Agency of the City of Santa Rosa (“Successor Agency”) amends Resolution No. SA-2012-11, Article II (5) to read as follows:

Assistant Executive Director. The Deputy City Manager of the City of Santa Rosa shall act as the Assistant Executive Director of the Successor Agency. The Assistant Executive Director shall perform the duties of the Executive Director in the absence, incapacity, resignation, or death of the Executive Director.

BE IT FURTHER RESOLVED that the Successor Agency establishes the following rules for contract award and modification by the Executive Director:

1. Award: Contracts equal to or less than \$100,000 may be awarded by the Executive Director.
2. Delegation: The Executive Director may delegate his or her authority to the Assistant Executive Director. Such Delegation shall be in writing.
3. Modification: The Executive Director, or designee, shall approve all contract modifications which when added to the amount of the initial contract and all other contract modifications, do not exceed \$100,000. The Successor Agency shall approve any contract modifications which when added to all other contract modifications and the original contract, exceed \$100,000. Once the Successor Agency has approved a contract modification that has caused the total amount of the contract and prior modifications to

exceed \$100,000, a new baseline is established and subsequent modifications, if less to or equal to \$100,000 shall be approved the Executive Director or designee.

Example: The Successor Agency enters into an agreement for \$25,000. It is then amended a couple of times and the total of the original contract and amendments are now over \$100,000. The contract amount now exceeds the Executive Director's award authority, and the amendment must go to the Successor Agency for approval. Once the Successor Agency has approved, it creates a new baseline and the Executive Director, or designee, can then approve any modifications up to an additional \$100,000.

IN SUCCESSOR AGENCY DULY PASSED this 20th day of June, 2017.

AYES: (7) Chair Coursey, Vice Chair Tibbetts, Agency Members Combs, Olivares,
Rogers, Sawyer, Schwedhelm
NOES: (0)
ABSENT: (0)
ABSTAIN: (0)

ATTEST: _____ APPROVED: _____
Secretary Chair

APPROVED AS TO FORM:

General Counsel