

STAFF REPORT

DATE: July 31, 2018
TO: City Council
FROM: Kelly Stachowicz, Assistant City Manager
SUBJECT: City Manager Purchasing and Approval Authorization During Council Recess

Recommendation:

Approve the attached Resolution authorizing the City Manager to approve and execute Professional Service Agreements, award Construction Contracts, manage grants, approve budget adjustments, and to make other necessary purchases for budgeted items during the Council's 2018 summer recess.

Fiscal Impact:

Agreements, contracts and purchases would be approved/made only if funding for them exists in the adopted FY 2018-19 City budget or if alternate funding sources have been identified.

Council Goal(s)

This action allows the City to continue work toward priorities and direction but is not called out in one specific task. It is part of the regular workload.

Background & Analysis:

The City Manager has specific approval authorities for bids, contracts and amendments, budget adjustments and other budgetary actions. For approvals above these regular amounts, staff must seek Council approval. During the Council's summer recess, it is typical for the Council to grant additional authority to the City Manager so that city business can continue unimpeded.

While staff does not anticipate a large number of actions that need to be taken during the recess that would require implementation of this resolution, there are notable projects in the queue that are likely to need approvals in order to proceed. The following are types of projects that may require additional authorities for the City Manager:

1. Task Orders
2. Miscellaneous budget adjustments that would normally require City Council approval
3. Professional services agreements ready for execution
4. Applications for and/or acceptance of grants
5. Approval of subdivision improvement agreements, final maps and parcel maps
6. Accept, modify or quit claim easements

Rather than delay initiating the work for a month during the recess, staff is requesting authority be granted to the City Manager to execute agreements and make purchases on the City's behalf

so long as the final contracts are consistent with approved budgets for the projects. If there are irregularities, or funding issues arise, contracts would not be executed and actions would be brought to the Council for consideration after the summer recess.

A full accounting of any actions falling under this resolution and taken during the summer recess will be shared with the City Council upon return in the fall.

Attachment

1. Resolution

RESOLUTION NO. 18-XXX, SERIES 2018

RESOLUTION AUTHORIZING THE CITY MANAGER TO EXECUTE PROFESSIONAL SERVICES CONTRACTS, AWARD CONSTRUCTION CONTRACTS, MANAGE GRANTS AND APPROVE BUDGET ADJUSTMENTS DURING THE CITY COUNCIL RECESS FROM AUGUST 1, 2018 THROUGH AUGUST 27, 2018

WHEREAS, the City Council of the City of Davis will be in recess from August 1, 2018 to August 27, 2018; and

WHEREAS, Capital Improvement Project (CIP) design and/or construction contracts may be ready for approval or need amendments during Council's recess; and

WHEREAS, professional services agreements in support of assigned City tasks in all departments may be ready for approval during Council's recess; and

WHEREAS, the City may wish to apply for and/or accept grants during the recess to further Council objectives; and

WHEREAS, certain equipment purchase contracts may also be ready for approval during the Council's recess; and

WHEREAS, the City may need to make other purchases and adjustments during the recess necessary to carry out the business of the City; and

WHEREAS, the efficient delivery of services to the community may best be served by executing these contracts, agreements and adjustments during said recess.

NOW, THEREFORE, BE IT RESOLVED, that the City Council of the City of Davis does hereby authorize the City Manager to execute professional services contracts, including but not limited to CIP design contracts; to approve plans and specifications, to award and execute construction contracts, amendments and equipment purchase contracts where sufficient funds have already been budgeted in appropriate programs for these purposes or where appropriate funds can be identified; to approve subdivision improvement agreements, final maps and parcel maps; to accept, modify or quit claim easements; to apply for and/or to accept grants; and to approve budget adjustments; and

BE IT FURTHER RESOLVED that the City Council of the City of Davis does hereby authorize the City Manager to allocate a sum of up to ten percent (10%) of a construction contract award amount from program funds for contingency purposes.

PASSED AND ADOPTED by the City Council of the City of Davis this 31st day of July, 2018, by the following vote:

AYES:

NOES:

Brett Lee
Mayor

ATTEST:
Zoe S. Mirabile, CMC
City Clerk