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STAFF REPORT

Date: June 21, 2023

To: TRPA Governing Board

From: TRPA Staff

Subject: Delegate authority to Executive Director to enter into contracts prior to approving the Fiscal Year 2024 TRPA budget.

Summary and Staff Recommendation:

The Fiscal Year 2024 TRPA budget will be presented to the Governing Board for approval in July. Staff recommends the Governing Board authorize the Executive Director to approve time-sensitive contracts prior to adoption of the fiscal year budget.

Required Motion:

In order to delegate this authority, the Governing Board must make the following motion based on the staff report:

- 1) A motion to authorize the Executive Director to approve contracts, not to exceed 10% in total of the FY 2023 contracts budget, prior to adoption of the FY 2024 budget.

In order for the motion to pass, an affirmative vote of any eight Board members is required.

Background:

The Executive Director has been designated as the Purchasing Agent for the Agency. Authority to execute new contracts is embedded in the approval of the Fiscal Year Budget. Although the full budget will not be approved until the July Governing Board meeting, there are some contracts that need to be approved prior to the meeting to carry out the Agency's work plan.

Only time-sensitive contracts will be approved. Authority will be limited to not more than 10% in aggregate of the contract budget dollar amounts for the current Fiscal Year 2023. All the contracts approved with this delegation will be included in the proposed budget. Some are funded by Grants or Fees, so the availability of funding is not an issue.

Contact Information:

For questions regarding this agenda item, please contact Chris Keillor, Finance Director at (775) 589-5222 or ckeillor@trpa.gov.