

**CONTRACT ITEM: RESOLUTION  
AUTHORIZING THE  
EXECUTIVE DIRECTOR TO  
EXECUTE CONTRACTS AND  
INTERAGENCY AGREEMENTS**  
February 13, 2008

**STAFF SUMMARY--CAEATFA**

**Prepared by:** *Dona Yee*

**ISSUE:** The California Alternative Energy and Advanced Transportation Financing Authority (the “Authority”) is authorized by statute to enter into contracts and interagency agreements. For contracts and interagency agreements at or below a certain dollar amount, the Authority has historically delegated this authorization to the Executive Director and the Deputy Executive Director. This item requests delegation of authority for the newly appointed Executive Director to execute contracts and interagency agreements for amounts up to \$300,000.

**BACKGROUND:** With the approval of the appointment of Executive Director Jan McFarland, it is necessary to provide Ms. McFarland with the authorization to execute such contracts and interagency agreements for amounts up to \$300,000.

The blanket authorization amount of \$300,000 does not represent an increase in the Authority’s current delegated authorization level.

As part of her Executive Director’s report, the Executive Director will report to the Board any contracts for amounts of \$10,000 or more up to \$300,000 that she has executed.

**RECOMMENDATION:** Staff recommends approval of the attached Resolution authorizing Executive Director Jan McFarland to execute certain contracts and interagency agreements, and certain amendments to contracts and interagency agreements, on behalf of the Authority for amounts not to exceed \$300,000. This Resolution will remain in effect until the Authority revokes this Resolution.

**RESOLUTION OF THE CALIFORNIA ALTERNATIVE ENERGY AND  
ADVANCED TRANSPORTATION FINANCING AUTHORITY AUTHORIZING  
THE EXECUTIVE DIRECTOR TO EXECUTE CONTRACTS AND  
INTERAGENCY AGREEMENTS**

**February 13, 2008**

**WHEREAS**, the California Alternative Energy and Advanced Transportation Financing Authority (“Authority”) was created under the provisions of Section 26000 of the Public Resources Code; and

**WHEREAS**, Section 26011(g) of the Public Resources Code provides that the Authority is authorized “to do all things generally necessary or convenient to carry out the purposes of this division”; and

**WHEREAS**, Section 26008 of the Public Resources Code provides that the Authority may employ an Executive Director and any other persons as are necessary to enable it to properly perform the duties imposed upon it by the Authority’s statutes, and the Authority may delegate to the Executive Director the power to enter contracts on its behalf; and

**WHEREAS**, the Executive Director of the Authority has demonstrated the ability to be accountable for the resources of the Authority, and should be delegated the responsibility to enter into and execute interagency agreements and external contracts, without specific Authority approval, up to an amount of \$300,000, and to amend contracts and interagency agreements which only extend the term of the contract or which provide technical amendments that do not involve the encumbrance of Authority funds, or amend contracts involving expenditures, as long as the total amount of the contract over its full term does not exceed \$300,000.

**WHEREAS**, the Executive Director of the Authority will report to the Authority any contracts she has executed in an amount of \$10,000 or more up to \$300,000;

**NOW, THEREFORE, BE IT RESOLVED** that the Executive Director, Jan McFarland, is given specific authorization by this Resolution to execute contracts and interagency agreements on behalf of the Authority as provided herein.

**BE IT FURTHER RESOLVED** that this Resolution becomes effective immediately upon its adoption.

Attest: \_\_\_\_\_

Chair

Date of Adoption: February 13, 2008