

# Memo

Carmichael



RECREATION AND  
PARK DISTRICT

**To:** Advisory Board Directors

**From:** Ingrid Penney, Administrative Services Manager

**Date:** March 20, 2025

**Subject:** 2022 General Obligation Bonds CIP Program Contracts – Delegation Authority

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## **Introduction/Discussion:**

On December 19, 2024, a Special Meeting was held to request Advisory Board approval to order a restroom building for Carmichael Park. This project had already been approved by the Advisory Board and was within the scope of the established budget, but the District Administrator had not been given delegated authority to make the purchase and accommodate the lead time for the design and build. Timeliness for approvals of projects within the General Obligation Bonds is imperative to not only keep projects on schedule, but delays can have implications both monetarily and procedurally.

This delegation of authority will increase efficiency and reduce last minute requests for Special Board Meetings with the Advisory Board, as we continue to have a multitude of projects moving forward.

Each General Obligation Series of Bonds will have a separate request for delegation of authority in order to set parameters for project approvals as the District moves through each series of bonds.

## **Financial Analysis:**

Staff recommends delegation of authority as detailed below in order to reduce monetary delays in projects.

## **Recommendation:**

Staff recommends approving the delegation of authority to the District Administrator or designee to approve and execute public project contracts within budget allocations and cost estimates for the 2022 General Obligation Bond CIP Program, as follows:

- Public projects of greater than **\$60,000** and up to **\$200,000** may be let to contract by informal procedures as set forth in the Public Contract Code, approved and executed by the District Administrator or designee.
- Public projects of greater than **\$200,000** but less than **\$500,000** shall be let to contract by formal bidding procedures. The Advisory Board may delegate authority to the District Administrator or designee to award contract. For public projects involving CMAS or cooperative buying agreements, i.e., Sourcewell, Equalis, etc., the District Administrator or designee may approve and execute the contract and/or purchase order.