



CENTRAL TEXAS REGIONAL
MOBILITY AUTHORITY

September 11, 2019
AGENDA ITEM #14

Authorize the Executive Director to execute
Work Authorizations for previously approved
contracts with the Mobility Authority

Strategic Plan Relevance: Transparency/Accountability
Department: Administration
Contact: Robert Goode, Deputy Executive Director
Associated Costs: NA
Funding Source: NA
Action Requested: Consider and act on draft resolution

Background – CTRMA procures goods and services in compliance with Chapter 4 of the Mobility Authority Policy Code (“Policy Code”), the Transportation Code Chapter 370 Regional Mobility Authorities, and applicable Federal Regulations. These policies require the approval of the Board for procurement of goods and services unless the Board has designated that authority specifically to the Executive Director.

After the Board approves procurements, authorizations are issued to vendors/consultants/contractors to initiate the work. In certain cases, staff has brought these work authorizations to the Board for approval. This practice has evolved over time as CTRMA matured and now needs to be clarified.

Previous Actions - The Board has considered and approved contracts and then subsequently approved issuing work authorizations.

Action Requested – Staff recommends that the Board authorize the Executive Director, or his/her designee, to execute work authorizations to vendors/consultants/contractors to initiate work within the amount/item/scope in the contract previously approved by the Board work authorizations for existing contracts. Future contracts will be drafted to allow the Executive Director, or his/her designee, to issue work authorizations in the same manner.

Backup Provided: Draft Resolution

**GENERAL MEETING OF THE BOARD OF DIRECTORS
OF THE
CENTRAL TEXAS REGIONAL MOBILITY AUTHORITY**

RESOLUTION NO. 19-0XX

**AUTHORIZING THE EXECUTIVE DIRECTOR TO EXECUTE WORK AUTHORIZATIONS
FOR PREVIOUSLY APPROVED CONTRACTS WITH THE MOBILITY AUTHORITY**

WHEREAS, the Central Texas Regional Mobility Authority (“Mobility Authority”) was created in 2002 pursuant to the request of Travis and Williamson Counties and in accordance with the provisions of the Transportation Code and the petition approval process established in 43 TAC 26.01, et seq.; and

WHEREAS, at its inception, the Mobility Authority did not have a staff, so the majority of agency operations were performed by consultants under the direct oversight of the Board of Directors; and

WHEREAS, in 2003, the Board of Directors hired an Executive Director to be the chief administrator responsible for the general management, hiring and termination of employees, and day-to-day operations of the Mobility Authority; and

WHEREAS, over time the Mobility Authority has continued to grow and currently has a staff of twenty-eight professionals with specialized skills carrying out agency operations; and

WHEREAS, today Mobility Authority staff directly oversee the work performed by agency contractors and consultants, including the implementation of work authorizations and task orders pursuant to contracts approved by the Board of Directors; and

WHEREAS, it is necessary and appropriate for the Board of Directors to establish budgets for all Mobility Authority Activities and to approve contracts and other actions that result in a commitment of Mobility Authority funds as described in the Mobility Authority Policy Code; and

WHEREAS, once the Board of Directors has approved an action and established a budget through the approval of a contract, the work to be performed under the contract could be more efficiently be administered by allowing the Executive Director to approve work authorizations and task orders prepared by Mobility Authority staff; and

WHEREAS, in the interest of administrative efficiency, the Executive Director requests authorization to execute work authorizations on behalf of the Mobility Authority for contracts executed prior to the date of this Resolution and within the budget, term and scope of the contract previously approved by the Board of Directors; and

NOW THEREFORE, BE IT RESOLVED that, for current Mobility Authority contracts, the Board of Directors hereby authorizes the Executive Director to act on behalf of the Mobility Authority to execute and issue work authorizations that are within the budget, term and scope of the contract previously approved by the Board of Directors; and

BE IT FURTHER RESOLVED that, for work authorizations for Mobility Authority contracts and master agreements that do not include an approved budget or “not to exceed” amount for the work, the Executive Director will continue to obtain approval from the Board of Directors prior to the execution and issuance of any work authorization for that contract or master agreement.

Adopted by the Board of Directors of the Central Texas Regional Mobility Authority on the 11th day of September 2019.

Submitted and reviewed by:

Approved:

Geoffrey Petrov, General Counsel

Bobby Jenkins
Chairman, Board of Director