



# TOWN OF FAIRFAX

## STAFF REPORT

### June 16, 2021

**TO:** Mayor and Town Council

**FROM:** Garrett Toy, Town Manager

**SUBJECT:** Adopt a resolution authorizing the Town Manager or his/her designee to execute grant funding contracts/agreements with California Department of Transportation (Caltrans) for projects such as the highway bridge program

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#### **RECOMMENDATION**

Adopt the resolution authorizing the Town Manager or his/her designee to execute grant funding contracts/agreements with Caltrans.

#### **DISCUSSION**

Much of the Federal and/or State funding for certain transportation projects comes through Caltrans. The projects have different funding agreements, such as Master Agreements, Program Supplemental Agreements, Fund Exchange Agreements and/or Fund Transfer Agreements. All these agreements need to be executed with Caltrans before funds can be requested for reimbursement.

Caltrans requires an authorizing resolution that clearly designates the Town official authorized to execute the funding agreements. The Town has approved resolutions of this type in the past for specific projects such as the Parkade and the replacement of bridges. However, the attached resolution is based on the template the Caltrans has provided and is not specific to a particular project.

The resolution designates the Town Manager as the official authorized to sign funding agreements on behalf of the Town; it does NOT approve any design or construction agreements nor authorize staff to proceed with any projects. Those actions require separate Council approval.

#### **FISCAL IMPACT**

The resolution allows the Town to request reimbursement of funds for projects administered by Caltrans.

#### **ATTACHMENT**

Resolution (based on template provided by Caltrans)

**RESOLUTION 21-\_\_**

**A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF FAIRFAX  
AUTHORIZING THE TOWN MANAGER TO EXECUTE GRANT FUNDING  
CONTRACTS/AGREEMENTS WITH CALTRANS**

**WHEREAS**, the Town of Fairfax is eligible to receive Federal and/or State funding for certain Transportation Projects, through the California Department of Transportation and

**WHEREAS**, Master Agreements, Program Supplemental Agreement Fund Exchange Agreements and/or Fund Transfer Agreements need to be executed with the California Department of Transportation before such funds could be claimed and

**WHEREAS**, the Town of Fairfax wishes to delegate authorization to execute these agreements and any amendments thereto to the Town Manager or his/her designee,

**NOW, THEREFORE, BE IT RESOLVED** that the Town Manager or his/her designee be authorized to execute all Master Agreements, Program Supplemental Agreements, Fund Exchange Agreements, Fund Transfer Agreements and any amendments thereto with California Department of Transportation.

The foregoing Resolution was duly introduced and adopted at a meeting of the Town Council of the Town of Fairfax held in said Town on the 16<sup>th</sup> day of June 2021, by the following vote, to wit:

AYES:

NOES:

ABSENT:

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BRUCE ACKERMAN, Mayor

Attest:

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Michele Gardner, Town Clerk