

Management Committee

Meeting date: November 9, 2011

ADVISORY INFORMATION

Date:	November 2, 2011
Subject:	Delegation of Regional Administrator's Signature Authority
District(s), Member(s):	All Districts
Policy/Legal Reference:	Authorized Signature Authority
Staff Prepared/Presented:	Pat Born, Regional Administrator (651)602-1723 Dave Theisen, Deputy General Counsel (651)602-1706
Division/Department:	Office of the Regional Administrator

Proposed Action

That the Metropolitan Council adopt the attached resolution delegating to the Deputy Regional Administrator the Regional Administrator's signature authority when the Regional Administrator is absent or otherwise unavailable to execute documents on behalf of the Council.

Background

The Council has delegated to its Regional Administrator signature authority regarding contracts, procurement, claim/litigation settlements and other legal documents involving the Council and the operation of its divisions. Historically the Council had an Associate Regional Administrator, and at that time, signature authority fell to that individual in the Regional Administrator's absence. When that position was no longer utilized the delegation was given to the Chief Financial Officer. Now that the Council utilizes a Deputy Regional Administrator signature authority should be delegated to that individual rather than the Chief Financial Officer.

Rationale

Authorizing the Deputy Regional Administrator to exercise the Regional Administrator's signature authority in the Regional Administrator's absence allows the Council to perform its administrative duties and operational functions in a consistent, efficient and timely manner.

If adopted, the attached resolution would rescind the 2001 resolution that delegated signature authority to the Chief Financial Officer.

Funding

There are no funding implications with this proposed delegation of signature authority.

Known Support / Opposition

There is no known opposition to this action.

RESOLUTION No. 2011-34

**AUTHORIZING THE METROPOLITAN COUNCIL'S DEPUTY REGIONAL
ADMINISTRATOR
TO EXERCISE THE REGIONAL ADMINISTRATOR'S SIGNATURE AUTHORITY**

WHEREAS, by various resolutions and actions, the governing body of the Metropolitan Council has authorized its Regional Administrator to execute contract, procurement, settlement and other documents on behalf of the Metropolitan Council, subject to certain conditions and restrictions; and

WHEREAS, the efficient operation of the Metropolitan Council requires timely execution of contracts, forms and other documents; and

WHEREAS, the Regional Administrator's duties and other circumstances frequently require the Regional Administrator to be away from the Metropolitan Council's offices or otherwise make it difficult for the Regional Administrator to be readily available for the purposes of signing documents, forms and agreements that need to be executed on a continuing and timely basis; and

WHEREAS, it is appropriate to authorize the Metropolitan Council's Deputy Regional Administrator to exercise the signature authority granted to the Regional Administrator when the Regional Administrator is not available to sign documents that require signature.

NOW THEREFORE, BE IT RESOLVED:

1. *Signature Authority.* The Deputy Regional Administrator is authorized to sign on behalf of the Metropolitan Council all contracts, procurement documents, forms, settlements and all other documents for which the Regional Administrator has signature authority. Subject to any guidelines that may be established by the Regional Administrator, the Deputy Regional Administrator may exercise this signature authority whenever the Regional Administrator is away from the Metropolitan Council's offices or whenever the Regional Administrator otherwise is not available to execute documents when, in the judgment of the Regional Administrator or the Deputy Regional Administrator, the circumstances reasonably require the Deputy Regional Administrator to exercise this signature authority.
2. *Limitations on Authority.* The signature authority conferred on the Deputy Regional Administrator by this resolution shall be subject to all restrictions and conditions that apply to the signature authority granted to the Regional Administrator.
3. *Regional Administrator Guidelines.* The Regional Administrator may, but is not required to, prepare written guidelines under which the Deputy Regional Administrator may exercise the Regional Administrator's signature authority.
4. *Redelegation Prohibited.* The Deputy Regional Administrator may not redelegate to any other individual the signature authority authorized by this resolution.
5. *Rescission of Resolution No. 2001-13.* Metropolitan Council Resolution No. 2001-13 (adopted June 20, 2001) is rescinded.

Adopted this 9th day of November, 2011.

Susan Haigh, Chair

Laurie Nistl, Recording Secretary