



City of Needles, California Request for City Council Action

☒ CITY COUNCIL ☒ NPUA ☒ HACN

☒ Regular ☐ Special

Meeting Date: July 28, 2026

Title: Approval of Joint Resolution Nos. 2026-31, 7-28-2026-NPUA, and 2026-17-HACN Approving the Use of a Designee by the Mayor/Chair for Legal Document Signing Authority.

Background: The City of Needles, Needles Public Utility Authority (NPUA), and the Housing Authority of the City of Needles (HACN) all have operational business needs requiring an officer of the entity to execute legal and administrative documents on their behalf that are not contracts or purchasing agreements creating financial obligations requiring governing body approval or appropriations, but rather are documents that require an authorized legal signature to carry out previously authorized or ministerial actions.

From time to time, these documents must be updated or re-executed. Requiring a newly elected Mayor or Chair to execute each document following every change in office may unnecessarily disrupt business operations. Accordingly, there is an operational benefit to authorizing the Mayor/Chair, at their sole discretion, to designate an individual who may serve for a longer period of time, thereby providing continuity of operations and ensuring the timely and efficient execution of routine legal and administrative documents.

The proposed resolution approves the use of a designee by the Mayor/Chair at the Mayor's or Chair's sole discretion. Any designation shall be made in writing and may be effective for a specified period or for a single occurrence, as directed by the Mayor/Chair.

Fiscal Impact: None.

Environmental Impact: None.

Recommended Action: Adopt Joint Resolution Nos. 2026-31, 7-28-2026-NPUA, and 2026-17-HACN approving the use of a designee by the Mayor/Chair to execute authorized legal and administrative documents.

Submitted By: Mark C. DeMay, Director of Finance and Administrative Services

City Manager Approval: Patrick J. Martinez

Date: 7/21/2026

Other Department Approval (when required): _____

Date: _____