RECOMMENDED ACTION AND JUSTIFICATION:  (Policy Item:  Yes  X  No )

Public Works recommends a Resolution authorizing the Director of Public Works to sign and execute agreements for independent contractor services, associated with maintenance work on zone of benefit projects provided that the contracts are:

1. Approved as to form by County Counsel,
2. Contract amounts do not exceed $10,000.00, and
3. Amounts are allocated in the individual zone of benefit budgets.

JUSTIFICATION:  The diversity and number of zone of benefits administered by Public Works require the department to contract annually or semi-annually for numerous maintenance tasks. However, current policy requires that we have the Board of Supervisors approve each and every contract. This resolution would allow the County to pursue maintenance in the most time-efficient manner and not waste the Board's time with the formality of individual approval for each of these minor contracts. The results would not only eliminate the staff time necessary to prepare the Board items and delays to the projects, but also minimize administrative costs to each zone.

BACKGROUND AND HISTORY OF BOARD ACTIONS:

On August 20, 1991, through Resolution No. 91-390, the Board of Supervisors delegated the authority to execute Change Orders, issue Notices of Completion, and the authority to the Director of Public Works to sign and execute all Public Works contracts for budgeted projects of less than $10,000.00. On October 20, 1992, through Resolution No. 92-554, the Board rescinded that portion of Resolution No. 91-390 relating to the delegation of authority to sign contracts by the Director of Public Works. On September 7, 1993, the Board was informed off-agenda, that the current Director had mistakenly signed seven Zone of Benefit maintenance contracts, four of which had been completed and submitted to the Auditor for payment (see attached list). The Board accepted and authorized payment for these contracts and directed that staff prepare this action.

This action requests that the Board reinstate only that delegation of authority to sign contracts for zone of benefit maintenance work, not exceeding $10,000.00, to the Director of Public Works.

LIST ALTERNATIVES AND CONSEQUENCES OF NEGATIVE ACTION:

1. Reinstatethe authority originally granted under Resolution No. 91-30 to the Director of Public Works to sign and execute any Public Works agreements for independent contractor services; which provided that the contracts are approved as to form by County Counsel, the contract amounts do not exceed $10,000.00, and the amounts are allocated within the affected Public Works budgets.

2. Take no action and continue with the existing procedures. The process of issuing annual/semi-annual maintenance contracts will be slower and a greater administrative cost will be passed on to each zone of benefit.
## COSTS:

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<th>Description</th>
<th>Amount</th>
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<tbody>
<tr>
<td>A</td>
<td>Budgeted current FY</td>
<td>$</td>
</tr>
<tr>
<td>B</td>
<td>Total anticipated costs</td>
<td>$</td>
</tr>
<tr>
<td>C</td>
<td>Required additional funding</td>
<td>$</td>
</tr>
<tr>
<td>D</td>
<td>Internal transfers</td>
<td>$</td>
</tr>
</tbody>
</table>

## SOURCE:

- ( ) 4/5th Vote Required
- A. Unanticipated revenues $       
- B. Reserve for contingencies $    
- C. Source description:            
- Balance in Reserve Contingencies, if approved: $    

## SPECIAL INSTRUCTIONS:

List the attachments and number the pages consecutively:

1. List of Zone of Benefit maintenance contracts approved by

   Director, 1993

   

## CLERK’S USE ONLY

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- Vote - Ayes: 5
- Absent: 0
- Yes: 5
- No: 0
- Abstained: 0

The foregoing instrument is a correct copy of the original on file in this office.

Date: 

ATTEST: MARGIE WILLIAMS, Clerk of the Board
County of Mariposa, State of California

By: Deputy

## ADMINISTRATIVE OFFICER’S RECOMMENDATION:

This item on agenda as:

- L Recommended
- Not Recommended
- For Policy Determination
- Submitted with Comment
- Returned for Further Action

Comment: ________________________________

A.O. Initials: ___________________________
INTEROFFICE MEMO

TO: Michael D. Edwards, Director of Public Works

FROM: Bruce Atkinson, Special Projects Coordinator

SUBJECT: Zones of Benefit - Contracts for Services

The purpose of this memo is to provide a list of the zone of benefit maintenance contracts that have already been signed and executed in 1993. The following zones have been contracted (contractors listed; amounts listed if work has been completed):

1. Sierra Vista Estates
   Beaudoin Construction $3,884.40
2. Coyote Court
   Beaudoin Construction $970.00
3. Paqala Springs Rd.
   Beaudoin Construction $666.00
4. Little Bear Road
   Beaudoin Construction $3,120.00
5. Yosemite Views
   Beaudoin Construction incomplete
6. Usona Ridge Road
   Keith Williams Excavation incomplete
7. Apple Seed Lane
   Keith Williams Excavation incomplete

This one is not a zone of benefit yet; however, a contact was issued for completion of a Deferred Improvement Agreement.