

DEPARTMENT: Public Works **BY:** D. Randall, Administrator **PHONE:** 966-5356

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

We recommend that the Board of Supervisors allocate the following authority to the Director of Public Works.

1. Authority to authorize change orders provided:
 - a. There are adequate funds in the budget for the project.
 - b. On contracts in excess of \$10,000, the change order is not more than 10% of the contract amount.
 - c. All change orders will be reported as part of the Directors Monthly Report to the Board.
2. Authority to issue a "Notice of Completion" as agent for the County.
3. Authority to sign and execute contracts on behalf of the County for services, rentals, leases, etc., provided the contracts are approved as to form by County Counsel; the amount does not exceed \$10,000 and is allocated in the department's budget.

JUSTIFICATION: Most contracts for construction will have some type of change required. In the past, we have had to ask repeatedly for authorization on each project to issue change orders and approve a notice of completion at the end. We could eliminate the staff time necessary to prepare the Board items and the delays to the projects.

The diversity of projects conducted by Public Works requires us to contract for specialized services for numerous small tasks. However, each of the contracts necessary to utilize specialized service currently require that we have the Board approve the contract. We feel that when the Board has given us the direction to perform a task or project, that they would desire that we pursue it in the most time efficient manner and not waste their time with the formality of the Board reviewing minor contracts. This would also eliminate the staff time necessary to prepare the Board items and the delays to the projects.

BACKGROUND AND HISTORY OF BOARD ACTIONS:

N/A

LIST ALTERNATIVES AND CONSEQUENCES OF NEGATIVE ACTION:

Take no action and continue with the existing procedures.

COSTS: () Not Applicable

A. Budgeted current FY \$ _____

B. Total anticipated costs \$ _____

C. Required Add'l funding \$ _____

D. Source: _____

SPECIAL INSTRUCTIONS:

List the attachments and number the pages consecutively:

SOURCE: () 4/5ths Vote Required

A. Internal transfers \$ _____

B. Unanticipated revenues \$ _____

C. Reserve for contingency \$ _____

D. Description: _____

Balance in Reserve for Contingencies, if approved: \$ _____

CLERK'S USE ONLY:

Res. No.: 91-90

Ord. No.: _____

Vote - Ayes: 5 Noes: _____

Absent: _____ Abstained: _____

hms Approved () Denied

() Minute Order Attached *rescinded by Res. 98-130*

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

Date: _____

ATTEST: MARGIE WILLIAMS

Clerk of the Board of Supervisors
County of Mariposa, State of CA

By: _____

Deputy

ADMINISTRATIVE OFFICER'S

RECOMMENDATION:

This item on agenda as:

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

Comment: _____

A.O. Initials: *hms*

by hms