

CALIFORNIA COASTAL COMMISSION

25 FREMONT, SUITE 2000
SAN FRANCISCO, CA 94105-2219
VOICE AND TDD (415) 904-5200

March 15, 1996

Tu 9c

**TO:** California Coastal Commission**FROM:** James W. Burns, Chief Deputy Director
Dea Lee Harrison, Chief, Administrative Services

Handwritten signature of James W. Burns in cursive.

SUBJECT: DELEGATION TO ENTER INTO ADMINISTRATIVE CONTRACTS
WITHOUT PRIOR COMMISSION APPROVAL - FOR
CONSIDERATION AT THE COMMISSION'S APRIL 7-10, 1996
MEETING**STAFF RECOMMENDATION**

Staff recommends that the Commission delegate the responsibility for review, approval, execution, and oversight of certain contracts and interagency agreements necessary to maintain operations of the Commission to the Executive Director or his designee as authorized and on file with Department of General Services, without review of the Commission, when all state requirements for contracting have been fulfilled.

BACKGROUND AND ANALYSIS

The Office of Legal Services (OLS) of the Department of General Services finds the Commission approved memorandum on "Blanket Authorization to enter into Administrative Contracts Without Prior Commission Approval" (approved September 14, 1995 and herewith attached) insufficient. Upon consultation with OLS staff and other agencies, staff proposes to refine the scope of administrative delegation, as follows:

Contracts or interagency agreements for administrative support services not interfering with policymaking activities and not in excess of \$50,000 per contract. Typical types of such contracts shall include:

- (1) Computer maintenance/support services
- (2) Audio-visual services
- (3) Courier services
- (4) Moving and storage services
- (5) Interagency aerial photos services
- (6) Other services deemed necessary to maintain operations at Commission facilities (e.g. modular furniture reconfiguration)

It is believed that this class of contracts are routine and repetitive and that they do not interfere with the policymaking authority of the Commission. Staff feels that by

delegating the authority to the Executive Director, more time would be provided in Commission meetings for matters in which there is a general public interest and which are of relatively greater significance to the Commission program and would allow for more expeditious conduct of Commission business.

This authority would not exempt the staff from meeting all other requirements of the state contracting procedures including competitive bidding and obtaining minority/women/disabled veteran business participation. Currently all contracts over \$15,000 and interagency agreements over \$50,000 must also receive the approval of the Department of General Services. All sole source contracts, regardless of monetary value, must be approved by the Resources Agency as well as the Department of General Services.

Attachment

admincor/admindel.doc

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45 FREMONT, SUITE 2000
SAN FRANCISCO, CA 94105-2219
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COMMISSION APPROVEDby vote of 9 to 0

Chairman/Vice Chairman

9/14/95

August 23, 1995

TO: California Coastal Commission

FROM: James W. Burns, Chief Deputy Director
Dea Lee Harrison, Chief, Administrative Services

SUBJECT: BLANKET AUTHORIZATION TO ENTER INTO ADMINISTRATIVE CONTRACTS WITHOUT PRIOR COMMISSION APPROVAL - FOR CONSIDERATION AT THE COMMISSION'S SEPTEMBER 13-15, 1995 MEETING.

STAFF RECOMMENDATION

Staff recommends that the commission authorize the executive director to enter into contracts for services needed to administer the general operations of the commission, without review of the commission, when all state requirements for contracting have been fulfilled.

STAFF ANALYSIS

The state administrative regulations require each contract over \$1,000 to be accompanied by a resolution, order or motion by the Commission authorizing the Executive Director to execute the agreement. Providing a blanket authority for administrative contracts would expedite an already lengthy process.

Examples of recent administrative contracts and agreements which this blanket authorization would cover include: maintenance agreements for computers (\$33,000), audio-visual services (\$15,000), courier services (\$15,000), and interagency aerial photo services (\$25,000).

This authority would not exempt the staff from meeting all other requirements of the state contracting procedures including competitive bidding and minority/women/disabled veteran business enterprise procedures. Generally all contracts over \$15,000 and interagency agreements over \$35,000 must also receive the approval of the Department of General Services. All sole source contracts, regardless of monetary value, must currently be approved by the Resources Agency as well as the Department of General Services.