

**CALENDAR ITEM
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**CONSIDER RESCISSION OF THE CURRENT DELEGATION OF AUTHORITY
TO THE CALIFORNIA STATE LANDS COMMISSION STAFF
AND ADOPTION OF A NEW DELEGATION OF AUTHORITY**

PARTY: California State Lands Commission

BACKGROUND:

The California State Lands Commission, in accordance with law, provides for the delegation of certain responsibilities and authority to the Executive Officer and staff of the Commission. A comprehensive delegation of authority was last made by approval of Calendar Item 35 at the May 1, 1991, Commission meeting.

Since that delegation was made, the Commission staff has undergone some reorganizations in divisions and changes to position designations, making it necessary to modify existing delegations. In light of eliminations of certain positions and pending retirements, the lines of authority in the potential absence of an Executive Officer, an Assistant Executive Officer and/or a Chief Counsel need to be clarified. Provisions are also needed to clarify actions the Executive Officer could take in response to an emergency that cannot wait until a noticed Commission meeting.

Staff therefore recommends that the Commission rescind all prior delegations of authority, including that approved in 1991, and authorize a new comprehensive delegation of authority. The Commission would delegate the authority specified to the Executive Officer. The Commission's delegation would provide that the Executive Officer may re-delegate such authority, as he or she may deem appropriate, to various specified officers or members of the Commission staff. This re-delegation must be in writing, and may consist only of such of the Executive Officer's authority as specifically authorized by the Commission. Staff also recommends that all re-delegations executed by the Executive Officer now in effect shall remain in effect under the new delegation to the extent that they are not inconsistent with the delegation attached as Exhibit A and unless and until replaced, modified or otherwise rescinded.

Statutory References:

Public Resources Code Section 6110

Exhibit:

A: Comprehensive Delegation of Authority

RECOMMENDED ACTION:

It is recommended that the Commission:

REVISED 12/03/10

CALENDAR ITEM NO. **C39** (CONT'D)

1. Rescind all prior Delegations of Authority.
2. Approve the Delegation of Authority as set forth in Exhibit A attached and by reference made a part hereof.
3. Authorize and direct that all re-delegations of authority executed by the Executive Officer and now in effect shall remain in effect under the new delegation to the extent that they are not inconsistent with the delegation attached as Exhibit A and unless and until replaced, modified or otherwise rescinded.

EXHIBIT A

COMPREHENSIVE DELEGATION OF AUTHORITY

I. GENERAL

A. EXECUTIVE OFFICER

The Executive Officer shall represent the California State Lands Commission (“the Commission”), when it is not in session, in all matters under its jurisdiction, subject, however, to the limitations hereinafter expressed. The Executive Officer shall be the chief administrative officer of the staff of the Commission and shall supervise all personnel, property, equipment, bank accounts, funds and records assigned to the Commission. The Executive Officer shall direct all operations and management of lands and interests in land under the Commission’s jurisdiction, including but not limited to, administering the sale and leasing of lands in compliance with the provisions of law, the rules and regulations of the Commission and the Commission’s expressed policies and approvals. The Executive Officer shall also direct all operations and administer the regulatory programs assigned to the Commission as set forth in the Lempert-Keene-Seastrand Oil Spill Prevention and Response Act of 1990 (Public Resources Code, Division 7.8) and the Marine Invasive Species Control Act (Public Resources Code, Division 36).

In the event of an emergency whereby immediate action is necessary to avoid substantial harm to public health and welfare, to the environment or to private property, where the emergency exists through no fault of the owner of any private property threatened, and where approvals from the Commission are needed that cannot be delayed until the Commission holds a regularly noticed meeting, the Executive Officer may give the emergency approval needed, provided that:

1. The Executive Officer may approve only such action as is minimally necessary to avoid or respond to the emergency; and
2. The applicant agrees to the following:
 - a. That the State of California, its officers, agents and employees shall not be liable for any claims, damages, or injuries of any kind and from any cause, arising out of or connected in any way with the proposed action, and that the applicant shall indemnify, hold harmless, and, at the option of the State, defend the State, its officers, agents, and employees, against and for any and all liability for any claims, damages, or injuries of any kind and from any cause, arising out of or connected in any way with the proposed action; and
 - b. That the applicant shall comply with any and all terms and conditions placed upon the emergency approval by the Commission staff; and
 - c. That the applicant shall obtain and secure, prior to commencement of work, all approvals necessary or appropriate from any and all other agencies or governmental entities having jurisdiction; and

- d. That disturbance of the property under the Commission's jurisdiction shall be kept to a minimum area consistent with the nature and purpose of the event, and that the applicant shall take all necessary and appropriate precautions to prevent littering or pollution on State lands, waterways, and adjoining properties; and
 - e. That the applicant shall be responsible for any damage, destruction, or loss occurring to State lands, waterways, adjoining property, the State's lessees or other members of the public; and
 - f. That the applicant shall provide the Commission staff notice prior to any actual work or activity taking place pursuant to the approvals given and shall provide to the Commission staff any information requested as to the work completed; and
 - g. That the applicant shall provide the Commission staff evidence of insurance coverage as requested by the Commission staff with the Commission named as an additional insured; and
3. The applicant shall apply at the earliest opportunity to the Commission for authorization for the action taken, and the action is subsequently approved and ratified by the Commission at its next noticed public meeting.

If the emergency approval requires a finding that the project is categorically exempt from the California Environmental Quality Act (CEQA) and that exemption would properly apply, the Executive Officer is authorized to make that finding.

B. DELEGATION IN ABSENCE OF EXECUTIVE OFFICER

During any period when the Executive Officer is absent from the State or is unable to carry out his or her duties as delegated or when there is no Executive Officer, all authority delegated to the Executive Officer is hereby delegated to the officer highest on the following list who is not absent from the State and is able to carry out the duties of the Executive Officer:

1. The Assistant Executive Officer
2. The Chief Counsel
3. The Chief, Land Management Division
4. The Chief, Administrative Services Division
5. The Chief, Division of Environmental Planning and Management
6. The Chief, Mineral Resources Management Division
7. The Chief, Marine Facilities Division
8. The Assistant Chief Counsel
9. The Assistant Chief, Land Management Division
10. The Assistant Chief, Administrative Services Division
11. The Assistant Chief, Division of Environmental Planning and Management
12. The Assistant Chief, Mineral Resources Management Division
13. The Assistant Chief, Marine Facilities Division

C. RE-DELEGATION BY EXECUTIVE OFFICER

The Executive Officer may re-delegate authority delegated to him or her only as provided below in subsection D and in sections II, III, IV, V, VI, and VII. Such re-delegations and revocations thereof may be made at the discretion of the Executive Officer and shall be in writing. Any such re-delegation is subject to any and all limitations and conditions provided by law.

D. DELEGATE, SAN FRANCISCO BAY CONSERVATION AND DEVELOPMENT COMMISSION, DELTA PROTECTION COMMISSION, SAN JOAQUIN RIVER CONSERVANCY, SEAGRANT, CALIFORNIA COASTAL COMMISSION AND OTHER BOARDS, COMMISSIONS AND PANELS

The Executive Officer shall serve as the delegate or representative on behalf of the Commission to the San Francisco Bay Conservation and Development Commission; to the Ocean Resources Task Force; and to any other boards, commissions and councils upon which a representative of the Commission is to serve, and, on behalf of the Chair of the Commission, shall serve as the delegate to the California Coastal Commission. The Executive Officer may re-delegate the authority to serve as his or her alternate on or as the delegate on behalf of the Commission or Chair to any of the boards, commissions and councils listed herein to any one or more other members of the Commission's staff.

II. ADMINISTRATION

A. BUDGET AND FISCAL

The Executive Officer shall prepare, or cause to be prepared, all budgets, budget revisions, contracts and other fiscal documents necessary for the Commission to carry out its activities subject to the following express provisions:

1. All contracts requiring approval of the Department of General Services shall be first approved by a resolution of the Commission.
2. All actions taken shall comply with statutory authority and the State Administrative Manual.
3. Budget revisions involving program changes or augmentation of funds from those budgets which are reportable to the Joint Legislative Budget Committee must be reviewed by the Executive Officer before being signed.

The Executive Officer may re-delegate the above authority, or such of it as he or she may deem appropriate, to one or more of the following officers:

- The Assistant Executive Officer,

- The Chief, Administrative Services Division.

The Executive Officer may also re-delegate to the Chief, Administrative Services Division, and to the Fiscal Officer or Accounting Officers, authority to sign purchase estimates, sub-purchase orders, supply orders, position changes (607s), claim schedules and contracts; counter-sign checks drawn against any bank accounts maintained in the name of the Commission; or counter-sign for release or deposit of securities held by the State Treasurer's Office.

B. PERSONNEL

The Executive Officer shall supervise all personnel and payroll matters for the Commission and its staff, subject to the limits of the approved budget and all statutes, rules and regulations governing State civil service employees. He or she may act as appointing power and take adverse actions against any employee of the Commission as provided for in statute and applicable State Personnel Board laws and regulations.

The Executive Officer may re-delegate any of the above functions to one or more of the following officers:

- The Assistant Executive Officer
- The Chief, Administrative Services Division
- The Personnel Officer.

III. LEGAL

The Executive Officer, in collaboration with the Chief Counsel for the Commission and the Office of the Attorney General, shall supervise all litigation brought by or against the Commission and shall, as deemed advisable, request the Chief Counsel and/or the Office of the Attorney General to consider instituting actions to protect the interests of the State that are under the jurisdiction of the Commission. Such authority includes, but is not limited to, accepting legal process served upon the Commission, requesting opinions from the Attorney General, administering oaths, issuing subpoenas and conducting hearings as authorized by various statutes.

The Executive Officer may re-delegate the above authority, or such of it as he or she may deem appropriate, to one or more of the following officers:

- The Assistant Executive Officer
- The Chief Counsel
- The Assistant Chief Counsel
- Any Staff Counsel

In addition to those officers listed above, the Executive Officer may re-delegate the authority to certify copies of minutes and other documents in the custody of the Commission (including, but not limited to, certifications as required under Section 14756 of the Government Code in connection with the microfilming of records of the Commission) to any one or more of the following:

- Any Staff Counsel
- The Chief, Administrative Services Division
- Public Land Manager – Title Unit
- Public Land Management Specialist IV – Title Unit
- The Records Manager

IV. ADMINISTRATION OF THE CALIFORNIA ENVIRONMENTAL QUALITY ACT (CEQA)

The Executive Officer shall be responsible for ensuring the Commission's compliance with the provisions of CEQA and shall be authorized to carry out all responsibilities that may be delegated under the provisions of CEQA and Section 15025(a) of the State CEQA Guidelines, including, but not limited to: determining whether a project is exempt and filing notices for such projects; conducting an initial study and, if a project is not exempt, determining what environmental document would be required for the project; holding public hearings to receive comments on environmental documents prepared under the authority of the Commission; and requesting shortened public review periods for such documents if deemed necessary. He or she shall also be authorized to take all actions necessary and appropriate to cause the preparation of such documents. Such authority includes, but is not limited to, the ability to: solicit proposals, negotiate a fair and reasonable price, award and execute contracts for environmental documentation and mitigation monitoring in accordance with State policies and procedures; and accept fees from project proponents/applicants to recover all costs incurred in the preparation of environmental documents and the monitoring of resultant mitigation measures directly or by contract. He or she shall also be authorized to take all actions necessary and appropriate to review and comment on other public agencies' environmental documents when the Commission is acting as a Responsible Agency (Guidelines Section 15096) and/or Trustee Agency (Guidelines Section 15386) under CEQA.

The Executive Officer may re-delegate the above authority to one or more of the following officers:

- The Assistant Executive Officer
- The Chief, Division of Environmental Planning and Management
- The Chief, Administrative Services Division

- The Assistant Chief, Division of Environmental Planning and Management

V. MINERAL RESOURCES, INCLUDING GEOTHERMAL RESOURCES, OIL AND GAS, AND LONG BEACH OPERATIONS

The Executive Officer shall have jurisdiction over all matters pertaining to operations of all kinds in all areas now subject to or available for State mineral resources leases, and to hold public hearings in connection with the consideration of oil and gas lease offers by the Commission as provided in Section 6873.2 of the Public Resources Code or successor provisions. He or she shall not have power, except as herein provided, to modify, amend, or abrogate any lease or agreement without specific authorization in each case.

The Executive Officer is authorized to execute all documents required for Commission-approved actions in connection with mineral resources, including, but not limited to, geothermal resources and oil and gas, and may make technical or clerical corrections thereto.

The Executive Officer may re-delegate the above authority, or such as he or she may deem appropriate, to one or more of the following officers:

- The Assistant Executive Officer
- The Chief, Mineral Resources Management Division
- The Assistant Chief, Mineral Resources Management Division

The Executive Officer may also designate any of those officers listed above to serve as the "Acting Executive Officer" for purposes of acting pursuant to the provisions of Section 5(g) of Chapter 138, Statutes of 1964, First Extraordinary Session, when and if this section is operative under Section 3(h) of Chapter 941, Statutes of 1991. The Executive Officer may also prescribe conditions under which each shall act if and when so designated.

VI. LAND MANAGEMENT

The Executive Officer shall supervise all matters pertaining to the management, sale, exchange, and leasing of lands and interests in lands under the jurisdiction of the Commission. This delegation shall include authority to execute indemnity selections and exchange applications for School and Lieu Lands, filed by the State in accordance with federal laws, rules and regulations.

The Executive Officer is authorized to execute all documents required to give effect to Commission-approved actions in connection with land transactions and may make technical or clerical corrections thereto. The Executive Officer shall not have power, except as herein provided, to modify, amend or abrogate any lease or agreement without specific authorization from the Commission in each case.

The Executive Officer may re-delegate the above authority, or such of it as he or she may deem appropriate, to one or more of the following officers:

- The Assistant Executive Officer
- The Chief, Land Management Division
- The Assistant Chief, Land Management Division

In addition to the above enumerated officers, the Executive Officer may re-delegate the execution of recreational pier permits to a Public Land Manager.

VII. OIL SPILL PREVENTION AND RESPONSE AND MARINE INVASIVE SPECIES

The Executive Officer shall have authority over all matters pertaining to prevention of and response to pollution of lands under the jurisdiction of the Commission as provided under the Lempert-Keene-Seastrand Oil Spill Prevention and Response Act (the LKS Act), amendments thereto and similar successor provisions of law or statute. The Executive Officer shall represent the Commission and its Chair on all panels and committees convened for the purposes of pollution prevention and response and invasive species control, including, but not limited to, the State Interagency Oil Spill Committee (SIOSC) and the Review Subcommittee of SIOSC.

The Executive Officer shall have authority over all matters pertaining to management and control of marine invasive species as provided under the Marine Invasive Species Act (the MIS Act), amendments thereto, and similar successor provisions of law or statute, including, but not limited to, the authority to issue any approval, authorization or permit that would otherwise require action by the Commission pursuant to the MIS Act. At any time, the Chair of the Commission may direct that, this delegation notwithstanding, one or more specific requests for approval, authorization or permit, as described under this paragraph, be submitted directly to the Commission for consideration and that no action upon that request be taken by the Executive Officer or Chief, Marine Facilities Division, pursuant to this delegation. Any approval, authorization, permit, order or any other action taken pursuant to this paragraph shall be reported to the Commission at the earliest Commission meeting for which legal notice can be provided. Notice of any action taken pursuant to this delegation shall be forwarded to any person or entity that has requested it.

At his or her discretion, the Executive Officer may re-delegate the above authority, or such of it as he or she may deem appropriate, or any authority given directly to the Executive Officer under the LKS and MIS Acts, except for those pertaining to the Mineral Resources Management Program, to one or more of the following:

- The Assistant Executive Officer
- The Chief, Marine Facilities Division
- The Assistant Chief, Marine Facilities Division

