



BOARD OF SUPERVISORS
AGENDA LETTER

Agenda Number:

Clerk of the Board of Supervisors
105 E. Anapamu Street, Suite 407
Santa Barbara, CA 93101
(805) 568-2240

Department Name: Public Works
Department No.: 054
For Agenda Of: November 18, 2008
Placement: Administrative
Estimated Tme:
Continued Item: No
If Yes, date from:
Vote Required: Majority

TO: Board of Supervisors
FROM: Department Scott McGolpin, Public Works Director, 568-3010
Director
Contact Info: Dacé Morgan, Deputy Director – Transportation, 568-3064
SUBJECT: Public Works Administration Services Agreement with City of Carpinteria

County Counsel Concurrence

As to form: Yes

Other Concurrence: Risk Management

As to form: Yes

Recommended Actions:

That the Board of Supervisors:

Approve an Agreement for Public Works Administration Services between the County of Santa Barbara and the City of Carpinteria.

Summary Text:

The City of Carpinteria has approached the Public Works Department to request that the Department provide Public Works Administrative assistance to their agency while they recruit for a permanent City Engineer position. The County would provide a qualified Civil Engineer Specialist/Project Manager, three days a week to assist the City with their Public Works Administration needs. This individual would be providing Public Works Administration services, including assistance with the planning, organizing, and directing of all services provided by the City’s Public Works Department, and the day-to-day operations of City Public Works programs. It is estimated that this contract would be in place for 3 to 6 months or until the City’s recruitment process ends, whichever comes first.

The Department views this agreement as an opportunity to enhance succession planning for our future. Our employee will be gaining valuable skills and experience in the leadership of a City Public Works Department, while employees within our existing organization will backfill this senior level position in the County Public Works Department to enhance their skills and broaden their experience as well. At the conclusion of this agreement, the County will benefit by having employees experience leadership positions that they would not have otherwise had the opportunity to experience. This action will no doubt provide for a stronger County in the future.

Background:

The City of Carpinteria has been actively recruiting for their City Engineer position and will continue to do so during the life of this agreement. To date, they have not found a qualified candidate, and are in need of assistance with their day to day Public Works operations. Once the recruitment process is completed, the agreement will be terminated.

Fiscal and Facilities Impacts:

Budgeted: N/A

Fiscal Analysis:

<u>Funding Sources</u>	<u>Current FY Cost:</u>	<u>Annualized On-going Cost:</u>	<u>Total One-Time Project Cost</u>
General Fund			
State			
Federal			
Fees			
Other:			
Total	\$ -	\$ -	\$ -

Narrative:

The City of Carpinteria has agreed to pay the County’s fully loaded hourly rate for the work performed under this contract. This will result in salary savings for the Department.

Staffing Impacts:

Legal Positions:

FTEs:

Special Instructions: Please send a certified, stamped copy of the Minute Order to Gena Valentine Felix, Public Works – Transportation, 568-3064

Attachments:

1. Agreement to Provide Public Works Administration Services between the County of Santa Barbara and the City of Carpinteria
2. Exhibit A - Public Works Administration Services

Authored by: Dacé Morgan, Deputy Director of Transportation, 568-3064

cc: