



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: General Services  
Department No.: 063  
For Agenda Of: November 10, 2009  
Placement: Administrative  
Estimated Tme: N/A  
Continued Item: No  
If Yes, date from: N/A  
Vote Required: Majority

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**TO:** Board of Supervisors  
**FROM:** General Services Robert Nisbet, Director (805-560-1011)  
Contact Info: Paddy Langlands, Assistant Director (805- 568-3096)  
**SUBJECT:** **Contractor on Payroll Contract for Celeste Manolas in the General Services Department, Support Services - Capital Projects Division**

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**County Counsel Concurrence**

As to form: Yes

**Auditor-Controller Concurrence**

As to form: Yes

**Other Concurrence: Human Resources**

As to form: Yes

**Recommended Actions:**

That the Board of Supervisors approve the Contractor on Payroll Contract with Celeste Manolas as Project Manager in the Capital Projects Division of the General Services Department in the amount of \$212,784.00 for the two-year period from November 30, 2009 through December 2, 2011.

**Summary Text:**

General Services, Capital Projects Division has insufficient staff to meet the workload of current, funded, on-going projects. Additionally, the nature of this work is cyclical and it would be in the best interest of the County to issue a short term Contractor on Payroll (COP) position and not a full time, permanent position. Celeste Manolas currently fills the COP position which expires November 27, 2009.

**Background:**

Since November of 2007, the Capital Projects division has contracted with Celeste Manolas through a COP to perform as Project Manager for designing and bidding the Emergency Operations Center (EOC) project, and is Assistant Project Manager of the New Jail project, for which she is largely responsible for the design phase services. She is also Project Manager of the Sheriff Headquarters Expansion project, the Sheriff AP Conversion Project (adding 50 jail beds), and the Clerk Recorder Assessor (CRA) Archives project, among others. Given these, and other new projects funded over the past several months, there is more work funded, through construction, than the number of project managers available to execute the work without the support of this COP position.

The division currently has a staff of seven FTE's including the COP position currently filled by Ms. Manolas which expires November 27, 2009. Existing project funding provides budget for project management expenses of \$1.2 million, which alone supports an annual staff of seven FTE's through FY 10-11. If construction of the EOC were to be funded, a full staff of at least seven is needed through the end of FY 11-12. The recommended action will provide another two years at the same terms and compensation as the original contract.

On October 3<sup>rd</sup>, 2006 the County's Human Resources Department presented a board letter showing that from time to time there are certain situations where Contractor on Payroll is the appropriate way to contract labor. This is the case on this contract where volume of work for the construction of new buildings and large remodels varies significantly over several years and it is during times of increased activity that it is advantageous for the County to fill the need with a Contractor on Payroll position. This Contract and any possible renewals are timed to terminate coinciding with the reduction of building activity to the level that existing staff can cope with. The COP contract provisions include a 30-day termination by either party.

**Fiscal and Facilities Impacts:**

Budgeted: Yes

**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			
Existing Project Funds	\$ 75,640.60	\$ 128,113.00	\$ 256,226.00
Total	\$ 75,640.60	\$ 128,113.00	\$ 256,226.00

Narrative:

The cost figures shown in the table above include an estimated \$43,442 to pay the County's share of FICA, Medicare, Worker's Comp and Unemployment Insurance, and Retirement; none of which is

additional compensation to the Contractor. Total compensation to the Contractor, over a two year period, is \$212,784.00. The Contractor, Celeste Manolas, will be working on funded projects and it is anticipated that 1550 direct billable hours (annually) of her time will be charged to these projects at the current Capital Projects average billing rate of \$98 per hour. The increase in planned revenues generated by Contractor will cover costs of Contractor, and a future budget revision will account for the budget change.

**Special Instructions:**

After Board action, distribute as follows:

Original document to Boards Official File

Duplicate original document and minute order to Grady Williams, Manager, and Capital Projects division.

**Attachments:** Contract between County of Santa Barbara and Ms. Celeste Manolas

**Authored by:**

Grady Williams, Manager, Capital Projects division (805) 568-3083