

# SANTA BARBARA COUNTY BOARD AGENDA LETTER



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

**Agenda Number:**  
**Prepared on:** 01/30/2006  
**Department Name:** Alcohol, Drug & Mental Health  
**Department No.:** 043  
**Agenda Date:** 03/07/2006  
**Placement:** Departmental  
**Estimate Time:** 15 min  
**Continued Item:** YES  
**If Yes, date from:** 2/14/06

---

**TO:** Board of Supervisors

**FROM:** James L. Broderick, Ph.D., Director  
Alcohol, Drug & Mental Health Services

**STAFF CONTACT:** Carrie Topliffe, ADMHS Assistant Director - Administration  
805-681-4090

**SUBJECT:** Contracts for Specialized Facilities Maintenance

---

## Recommendations:

That the Board of Supervisors:

1. Approve and execute a contract in the amount of \$31,937 (\$19.03/hr), including County-mandated Contractor-on-Payroll benefits, effective July 1, 2005 through June 30, 2006, with Robert Crombie, a local vendor, to provide specialized facilities maintenance services to ADMHS.
2. Approve and execute a contract in the amount of \$26,500 (\$18.14/hr), including County-mandated Contractor-on-Payroll benefits, effective September 26, 2005 through June 30, 2006, with Mike Kuhn, a local vendor, to provide specialized facilities maintenance services to ADMHS.
3. Authorize the Director of ADMHS to approve amendments to the proposed contracts, provided that any such amendments do not exceed ten percent (10%) of the contracts' dollar amounts.

## Alignment with Board Strategic Plan:

The recommendation(s) are primarily aligned with Goal No. 2. A Safe and Healthy Community in Which to Live, Work and Visit.

## Executive Summary and Discussion:

During the meeting of February 14, 2006, the Board directed this matter be reviewed and resubmitted to clarify the rationale for and cost of the recommended actions. By way of background, ADMHS offers services at 22 sites countywide, including a 24/7 psychiatric hospital. In addition to routine maintenance of the buildings, ergonomic fixes and replacement of damaged or outmoded office furniture, the department

must regularly respond to specialized emergency facility needs. Recent examples include floods, leaky roofs, malfunctioning plumbing and damages by clients, etc. Under the supervision of ADMHS' Facilities Manager, these matters are currently addressed by a combination of General Services staff, outside vendors, Extra Help labor and purchase order contracts.

In consultation with General Services, ADMHS has gradually moved toward handling more of its facility needs in-house to enhance effectiveness and reduce costs. General Services does not perform maintenance on leased buildings and some of the unique needs of ADMHS are outside of its regular sphere of practice. Outside vendors, used primarily for some janitorial purposes, have performed well for the department, but can be costly and resistant to close supervision. Extra Help labor, prohibited from working more than about 1000 hours/year, tends to be more transitory and requires more training and orientation to the department's many sites and stringent confidentiality protocols.

With the recommended contracts, ADMHS is attempting to transition Extra Help workers into Contractors-on-Payroll (COP). As such, they would be paid \$19.03 and \$18.14 per hour, respectively, for  $\frac{3}{4}$  time and  $\frac{1}{2}$  time work, for total contract amounts of \$31,937 and \$26,500 per year including benefits. Their hourly rates and job duties are comparable to Maintenance Worker positions. The recommended actions would cancel, and supersede these contractors' existing purchase order agreements, which were executed without required County COP benefits due to a clerical error. ADMHS will monitor the use of these COPs and as with any program staffing, appropriate changes would be recommended in the future if warranted.

As indicated in an attached chart representing the department's analysis of the costs of performing these functions with independent contractors, the cost of the work in-house using COPs is substantially less. The independent contractor rates were quoted by County-approved vendors including Tri County Office Furniture, Ramones Construction, and Boyd Move Management.

As requested by the Board, a report explaining the rationale of countywide COP usage is being prepared by the Assistant CEO/HR Director and will be placed on Board agenda in the coming weeks.

**Outcomes:**

The proposed contracts for specialized facilities maintenance services will help ADMHS meet Recurring Performance Measure 0152 to provide safe facilities for the public and staff by processing 98% of approximately 300 facility work requests within two business days.

**Mandates and Service Levels:**

The recommended actions are not mandated and would result in a continuation of existing service levels.

**Fiscal and Facilities Impacts:**

The recommended contract amounts of \$31,937 and \$26,500 per year including benefits are funded by State Realignment Funds. This funding source is identified in the Adopted FY 2005-06 Budget, Federal and State Funding, Realignment funds line item 4102, in the County Budget Book, Administration, page D-142. No General Funds are required.

These recommended actions will not result in a need for any additional facilities.

**Special Instructions:**

Please send one (1) fully executed copy of each contract and endorsed minute order to:

Alcohol, Drug & Mental Health Services  
ATTN: Jack Juntunen, Contracts Analyst  
300 N. San Antonio Road  
Santa Barbara, CA 93110

**Concurrence:**

Auditor-Controller  
Risk Management