



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: 11/6/2007
Placement: Administrative
Estimate Time:
Continued Item: NO
If Yes, date from:
Vote Required: Majority

TO: Board of Supervisors

FROM: Department Director(s) Robert Nisbet, Director (568-1011)
General Services Department
Contact Info: Paddy Langlands, Asst. Director (568-3096)
General Services Department

SUBJECT: **Contractor on Payroll (COP) Contract for Celeste Manolas in the General Services, Support , Capital Projects division.**

County Counsel Concurrence:

As to form: Yes No N/A

Auditor-Controller Concurrence:

As to form: Yes No N/A

Other Concurrence: Risk Management

As to form: Yes No N/A

Recommended Action(s):

That the Board of Supervisors approve the Professional Services Contract with Celeste Manolas as Project Manager in the Capital Projects division of General Services Department in the amount of \$212,788.00 for the two-year period from December 3rd, 2007 through November 27th, 2009.

Summary:

General Services, Capital Projects Division currently has insufficient staff to meet the schedules of current, funded projects. Over the past year the division has contracted with another individual to meet work load demands and, if continued would put the County in a position of having contracted staff that no longer meets the Internal Revenue Service (IRS) definition of an "Independent Contractor". Secondly this type of work is cyclical and does not warrant a full time position. To correct this, the hiring condition should be changed to "Contractor on Payroll".

Background:

Since October of 2006, the Capital Projects division has contracted with an independent contractor to assist primarily with the Emergency Operations Center project. Given this and several other new projects funded during the past 12 months (Betteravia Admin expansion, Public Defender remodel, New Cuyama Pool, etc) there is more funded work to do than the number of project managers available to execute the work. Currently project funds total \$1.6 million which supports an annual staff of eight. The division currently has a staff of six, plus the independent contractor currently assisting the division and to be replaced by the requested position.

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On October 3rd, 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.

Performance Measures:

Fiscal and Facilities Impacts:

Budgeted: Yes No

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	\$ 74,822.00	\$ 128,113.00	\$ 256,230.00
Total	\$ 74,822.00	\$ 128,113.00	\$ 256,230.00

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 \$212,788. 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 billing rate of \$85. The increase in planned revenues generated by Contractor will cover costs of Contractor, and a future budget revision will account for the budget change.

Staffing Impact(s):

Legal Positions:

FTEs:

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Special Instructions:

After Board action, distribute as follows:

Original document to Boards Official File

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

Attachments:

Contract between County of Santa Barbara and Ms. Celeste Manolas

Authored by:

Grady Williams, Manager Capital Projects, tel. 568-3083