

AGREEMENT FOR SERVICES OF CONTRACTOR ON PAYROLL

ATTACHMENT D

THIS AGREEMENT (hereafter Agreement) is made by and between the County of Santa Barbara, a political subdivision of the State of California (hereafter COUNTY) and Leann Anderson, with a principal place of business at P.O. Box 74, Santa Barbara, CA 93102, (hereafter CONTRACTOR) wherein CONTRACTOR agrees to provide and COUNTY agrees to accept the services specified herein.

NOW, THEREFORE, in consideration of the mutual covenants and conditions contained herein, the parties agree as follows:

1. **DESIGNATED REPRESENTATIVE.** Grady Williams, PE, at phone number 805-568-3083 is the representative of COUNTY and will administer this Agreement for and on behalf of COUNTY. Leann Anderson, at phone number 805.564.1970, is the authorized representative for CONTRACTOR. Changes in designated representatives shall be made only after advance written notice to the other party.

2. **NOTICES.** Any notice or consent required or permitted to be given under this Agreement shall be given to the respective parties in writing, by first class mail, postage prepaid, delivered as follows:

To COUNTY: Grady Williams, PE, 1105 Santa Barbara St., Santa Barbara, CA 93101
To CONTRACTOR: Leann Anderson, P.O. Box 74, Santa Barbara, CA 93102

or at such other address or to such other person that the parties may from time to time designate. Notices and consents under this section, which are sent by mail, shall be deemed to be received five (5) days following their deposit in the U.S. mail.

3. **SCOPE OF SERVICES.** CONTRACTOR agrees to provide services to COUNTY in accordance with EXHIBIT A attached hereto and incorporated herein by reference.

4. **TERM.** CONTRACTOR shall commence performance on May 27, 2013 and end performance upon completion, but no later than May 26, 2015 unless otherwise directed by COUNTY or unless earlier terminated.

5. **COMPENSATION OF CONTRACTOR.** CONTRACTOR shall be paid for performance under this Agreement in accordance with the terms of EXHIBIT B attached hereto and incorporated herein by reference. The maximum payment under this Agreement shall not be exceeded without a written notice from COUNTY.

6. **CONTRACTOR ON PAYROLL STATUS.** CONTRACTOR understands and agrees that CONTRACTOR's term of work is governed solely by this Agreement; and that no right of tenure is created hereby; and that he/she does not and will not, by virtue of this Agreement, hold a position in any department or office of the COUNTY; and that CONTRACTOR's services to the COUNTY under this Agreement are authorized pursuant to Government Code Section 31000. To the extent that this Agreement can be construed as an agreement of employment, such employment is at-will, and it shall remain at-will unless and until the parties expressly state their intention to make it otherwise, in a writing signed by the CONTRACTOR and a duly-authorized representative of the COUNTY. CONTRACTOR warrants that CONTRACTOR is fully licensed to perform all work contemplated in this Agreement, and CONTRACTOR agrees to submit verification of licensure.

7. **BENEFITS.**

A. **Standard benefits:** COUNTY shall pay the following costs: Employer's share of either Social Security (aka FICA) or the Social Security Alternative Plan (aka SSAP); employer's share of federal Medicare health insurance; County workers' compensation insurance; State unemployment insurance; and travel expense reimbursement for mileage claims with prior written authorization.

B. **Paid leave:** CONTRACTOR shall receive paid leave as specified in Exhibit B. Paid leave shall be taken at a time determined and agreed upon in advance between CONTRACTOR and COUNTY's designated representative. Accumulated paid leave must be taken within the contract period, as paid leave cannot be accrued to subsequent agreements; unused paid leave will be lost upon expiration of the Agreement. Prorated unused paid leave will be paid out if the contract is terminated early by COUNTY. CONTRACTOR may use his or her paid leave specified in Exhibit B for holidays, vacations, sickness, jury duty, and any other absence from work, and is not otherwise entitled to any additional paid holidays, vacation, sick leave or other leave. Special requirements may apply to CONTRACTOR's coding of his or her time card in order to be able to receive paid leave.

C. **Retirement:** CONTRACTOR shall be a member of the Santa Barbara County Employees Retirement System ONLY if both of these conditions are true: 1) CONTRACTOR is required to work at least forty (40) hours per bi-weekly pay period; and 2) CONTRACTOR's assignment is not deemed by COUNTY to be temporary, intermittent, or seasonal. Retirement benefits shall be pro-rated according to the applicable percentage of a full-time equivalent (i.e. .5, .6, .625, .75, .8, .875, .9, or 1.0).

D. **Other:**

1. CONTRACTOR shall be offered the ability to participate in a 457 plan.
2. CONTRACTOR understands and agrees that CONTRACTOR is eligible for membership in, or any benefits from, any COUNTY group plan or hospital, surgical or medical insurance, but does not receive a benefit allowance.

CONTRACTOR is responsible for licensure fees, subscriptions to journals and other professional expenses not specifically detailed in this Agreement.

CONTRACTOR may be permitted to use COUNTY vehicles as part of CONTRACTOR's assignment and shall maintain a valid California Driver's License.

COUNTY may reimburse CONTRACTOR for necessary and prior-approved out-of-pocket expenses while performing required services for COUNTY, in accordance with COUNTY policy. All travel claims and other claim documents, when applicable, must include the board contract number. If the invoice does not properly reference the contract number, those invoices may be returned, delaying payment.

Except as required by law, CONTRACTOR is not eligible for any other job benefits accruable to an employee in the classified service of the COUNTY, unless otherwise specified herein or in Exhibit B.

8. **STANDARD OF PERFORMANCE.** CONTRACTOR represents that CONTRACTOR has the skills, expertise, and licenses/permits necessary to perform the services required under this Agreement. Accordingly, CONTRACTOR shall perform all such services in the manner and according to the standards observed by a competent practitioner of the same profession in which CONTRACTOR is engaged. All products of whatsoever nature, which CONTRACTOR delivers to COUNTY pursuant to this Agreement, shall be prepared in a first class and workmanlike manner and shall conform to the standards of quality normally observed by a person practicing in CONTRACTOR's profession. CONTRACTOR shall correct or revise any errors or omissions, at COUNTY'S request without additional compensation. Permits and/or licenses shall be obtained and maintained by CONTRACTOR without additional compensation.

9. **TAXES.** The COUNTY shall pay CONTRACTOR for professional services pursuant to this Agreement, payable upon biweekly submission of a time card, and such payment shall be subject to deductions and include withholding of state and federal taxes.

10. **CONFLICT OF INTEREST.** CONTRACTOR covenants that CONTRACTOR presently has no interest and shall not acquire any interest, direct or indirect, which would conflict in any manner or degree with the performance of services required to be performed under this Agreement. CONTRACTOR further covenants that in the performance of this Agreement, no person having any such interest shall be employed by CONTRACTOR.

11. **NONAPPROPRIATION.** Notwithstanding any other provision of this Agreement, in the event that no funds or insufficient funds are appropriated and budgeted or funds are otherwise not available for payments in the fiscal year covered by the term of the Agreement, then COUNTY will immediately notify CONTRACTOR of such occurrence and the Agreement may be terminated by COUNTY, with or without the prior notice specified in the Termination section of this Agreement. Subsequent to termination of this Agreement under this provision, COUNTY shall have no obligation to make payments with regard to the remainder of the term.

12. **OWNERSHIP OF DOCUMENTS.** COUNTY shall be the owner of the following items incidental to this Agreement upon production, whether or not completed: all data collected, all documents of any type whatsoever, and any material necessary for the practical use of the data and/or documents from the time of collection and/or production whether or not performance under this Agreement is completed or terminated prior to completion. CONTRACTOR shall not release any materials under this section except after prior written approval of COUNTY.

No materials produced in whole or in part under this Agreement shall be subject to copyright in the United States or in any other country except as determined at the sole discretion of COUNTY. COUNTY shall have the unrestricted authority to publish, disclose, distribute, and otherwise use in whole or in part, any reports, data, documents or other materials prepared under this Agreement.

13. **DEFENSE AND INDEMNIFICATION.** COUNTY will defend and indemnify CONTRACTOR against any claim, lawsuit, or judgment arising out of CONTRACTOR's performance of duties under this Agreement.

CONTRACTOR agrees to notify COUNTY immediately in the event of any accident or injury arising out of or in connection with this Agreement.

CONTRACTOR shall bear the cost of CONTRACTOR's own defense and liability for any act or omission arising from professional duties outside the scope of this Agreement. Nothing contained herein shall be deemed to increase COUNTY's liability beyond limitations set forth by law.

14. **NONDISCRIMINATION.** COUNTY hereby notifies CONTRACTOR that COUNTY's Unlawful Discrimination Ordinance (Article XIII of Chapter 2 of the Santa Barbara County Code) applies to this Agreement and is incorporated herein by this reference with the same force and effect as if the ordinance were specifically set out herein and CONTRACTOR agrees to comply with said ordinance. CONTRACTOR agrees to comply with COUNTY's Anti-Harassment Policy.

15. **NONEXCLUSIVE AGREEMENT.** CONTRACTOR understands that this is not an exclusive Agreement and that COUNTY shall have the right to negotiate with and enter into contracts with others providing the same or similar services as those provided by CONTRACTOR as the COUNTY desires.

16. **ASSIGNMENT.** CONTRACTOR shall not assign any of its rights nor transfer any of its obligations under this Agreement without the prior written consent of COUNTY and any attempt to so assign or so transfer without such consent shall be void and without legal effect and shall constitute grounds for termination.

17. **TERMINATION.** Either of the parties hereto may, for any reason, prior to the expiration date of this Agreement, cancel and terminate this Agreement upon thirty (30) days' written notice to the other. Upon a material breach of the terms and conditions of the Agreement by one of the parties, the non-breaching party (including Designated Representative's superiors) may terminate this Agreement upon the mailing of a written notice of termination to the breaching party. Written notification as required under this paragraph shall be given by CONTRACTOR to the COUNTY Designated Representative. Written notification by COUNTY shall be given to the CONTRACTOR. In the case of material breach (including but not limited to: grossly negligent conduct, malpractice or criminal conduct, etc.) by CONTRACTOR, the Designated Representative or designee may immediately terminate the Agreement.

Upon termination, CONTRACTOR shall cease work (unless the notice directs otherwise), and deliver to COUNTY all data, estimates, graphs, summaries, reports, and all other records, documents or papers as may have been accumulated or produced by CONTRACTOR in performing this Agreement, whether completed or in process.

Notwithstanding any other payment provision of this Agreement, COUNTY shall pay CONTRACTOR for service performed to the date of termination to include a prorated amount of compensation due hereunder less payments, if any, previously made. In no event shall CONTRACTOR be paid an amount in excess of the full price under this Agreement nor for profit on unperformed portions of service.

18. **SECTION HEADINGS.** The headings of the several sections, and any Table of Contents appended hereto, shall be solely for convenience of reference and shall not affect the meaning, construction or effect hereof.

19. **SEVERABILITY.** If any one or more of the provisions contained herein shall for any reason be held to be invalid, illegal or unenforceable in any respect, then such provision or provisions shall be deemed severable from the remaining provisions hereof, and such invalidity, illegality or unenforceability shall not affect any other provision hereof, and this Agreement shall be construed as if such invalid, illegal or unenforceable provision had never been contained herein.

20. **REMEDIES NOT EXCLUSIVE.** No remedy herein conferred upon or reserved to COUNTY is intended to be exclusive of any other remedy or remedies, and each and every such remedy, to the extent permitted by law, shall be cumulative and in addition to any other remedy given hereunder or now or hereafter existing at law or in equity or otherwise.

21. **NO WAIVER OF DEFAULT.** No delay or omission of COUNTY to exercise any right or power arising upon the occurrence of any event of default shall impair any such right or power or shall be construed to be a waiver of any such default or an acquiescence therein; and every power and remedy given by this Agreement to COUNTY shall be exercised from time to time and as often as may be deemed expedient in the sole discretion of COUNTY.

22. **ENTIRE AGREEMENT AND AMENDMENT.** In conjunction with the matters considered herein, this Agreement contains the entire understanding and agreement of the parties and there have been no promises, representations, agreements, warranties or undertakings by any of the parties, either oral or written, of any character or nature hereafter binding except as set forth herein. This Agreement may be altered, amended or modified only by an instrument in writing, executed by the parties to this Agreement and by no other means. Each party waives their future right to claim, contest or assert that this Agreement was modified, canceled, superseded, or changed by any oral agreements, course of conduct, waiver or estoppel.

23. **SUCCESSORS AND ASSIGNS.** All representations, covenants and warranties set forth in this Agreement, by or on behalf of, or for the benefit of any or all of the parties hereto, shall be binding upon and inure to the benefit of such party, its successors and assigns.

24. **COMPLIANCE WITH LAW.** CONTRACTOR shall, at CONTRACTOR's sole cost and expense, comply with all County, State and Federal ordinances and statutes now in force or which may hereafter be in force with regard to this Agreement. The judgment of any court of competent jurisdiction, or the admission of CONTRACTOR in any action or proceeding against CONTRACTOR, whether COUNTY is a party thereto or not, that CONTRACTOR has violated any such ordinance or statute, shall be conclusive of that fact as between CONTRACTOR and COUNTY.

25. **CALIFORNIA LAW.** This Agreement shall be governed by the laws of the State of California. Any litigation regarding this Agreement or its contents shall be filed in the County of Santa Barbara, if in state court, or in the federal district court nearest to Santa Barbara County, if in federal court.

26. **EXECUTION OF COUNTERPARTS.** This Agreement may be executed in any number of counterparts and each of such counterparts shall for all purposes be deemed to be an original; and all such counterparts, or as many of them as the parties shall preserve undestroyed, shall together constitute one and the same instrument.

27. **AUTHORITY.** All parties to this Agreement warrant and represent that they have the power and authority to enter into this Agreement in the names, titles and capacities herein stated and on behalf of any entities, persons, or firms represented or purported to be represented by such entity(ies), person(s), or firm(s) and that all formal requirements necessary or required by any state and/or federal law in order to enter into this Agreement have been fully complied with. Furthermore, by entering into this Agreement, CONTRACTOR hereby warrants that it shall not have breached the terms or conditions of any other contract or agreement to which CONTRACTOR is obligated, which breach would have a material effect hereon.

28. **PRECEDENCE.** In the event of conflict between the provisions contained in the numbered sections of this Agreement and the provisions contained in the Exhibits, the provisions contained in the numbered sections shall prevail over those in the Exhibits.

29. **SURVIVAL.** All provisions which by their nature are intended to survive the termination of this Agreement shall survive termination of this Agreement.

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Agreement for Services of Contractor on Payroll between the **County of Santa Barbara** and Leann Anderson.

IN WITNESS WHEREOF, the parties have executed this Agreement to be effective on May 27, 2013.

COUNTY

By: _____

CHAIR
BOARD OF SUPERVISORS

Dated: _____

ATTEST:
CHANDRA L. WALLAR
CLERK OF THE BOARD

CONTRACTOR

By: _____
Deputy

By: _____
Leann Anderson,
Project Coordinator
P.O. Box 74, Santa Barbara, CA 93102

APPROVED AS TO FORM:
DENNIS A. MARSHALL,
COUNTY COUNSEL

APPROVED AS TO ACCOUNTING FORM:
ROBERT W. GEIS, CPA
AUDITOR-CONTROLLER

By: _____
Deputy County Counsel

By: _____
Deputy

APPROVED AS TO FORM:
RAY AROMATORIO, ARM, AIC
RISK MANAGER

By: _____
Risk Manager

Dept 063 Fund 003 Program 1930 Account 8700 Project _____

EXHIBIT A

STATEMENT OF WORK

SERVICES TO BE PROVIDED. It is agreed that under this Agreement, CONTRACTOR shall provide technical services to perform Project Coordination for the Northern Branch Jail Project, and other services in the performance of project management for Capital Projects Division when available, including but not limited to technical analysis, cost and budget tracking, construction observation and documentation, and coordination of technical workshops.

REQUIREMENTS:

1. Requires a minimum four year degree in a related field.
2. Requires ability to read contract plans and specifications
3. Requires experience in independent management of projects or programs related to buildings
4. Requires the ability to coordinate multiple projects and their project teams.
5. Requires ability to work in a fast-paced environment where consequence of error can cost literally millions of dollars, and attention to detail is paramount.
6. Requires knowledge of Microsoft Office, Microsoft Project and Photoshop. Knowledge of Revit (Building Information Modeling) preferred.
7. Requires strong oral communication skills; experience in sales or marketing preferred.
8. Requires experience in professional writing.
9. Requires a minimum of 10 years of professional experience.
10. Possession of a valid California Class C Driver's License is required upon employment.

EXAMPLE SERVICES:

As a contracted employee on County payroll, provides coordination of a multi-disciplinary team in the design and construction of the \$96 million Northern Branch Jail project. Coordinates plans, goals, and procedures for completion of the project design and construction; coordinates activities of project personnel to assist the project manager in meeting schedule and budget, and coordinates intra and inter departmental matters necessary to help complete projects. Specific services include; coordinate the implementation and successful completion of bi-monthly jail design workshops valued at more than \$50,000 each, ensuring the proper participants are involved, and the efficient use of detention consultant staff, Sheriff Office staff, and other County staff expert in the design and construction of correctional facilities; together with a team of authors, author portions of a 500-page Project Manual specific for the jail project; entirely manage smaller project work tasks with minimal supervision; coordinate Jail Project Advisory Committee meetings; analyze, organize and "pre-approve" project invoices individually worth up to \$1 million, comparing them against contractor submittals or progress, and prepare written comment and recommendations regarding payment and required back-up information; analyze and evaluate contractor bid submittals for compliance with specifications and state licensing requirements; research performance and qualifications of vendors and subcontractors proposed by general contractors; research requirements and analyze compliance of design and construction submittals; monitor compliance with project policies and analyze effectiveness and recommend improvements; analyze project performance data and complete reports; initiate and conduct meetings in support of project manager requirements; complete, submit and follow-up on utility clearance requests; establish and maintain a database of contractors, consultants and agencies to include e-mail addresses, phone/fax numbers, addresses and POC's; assist in specifications preparation; analyze validity, and help organize receipt and response of Requests For Information from contractors and consultants; track staff labor charges against budget and develop and prepare cost and utilization reports; complete, submit and follow-up on utility clearance requests; populate with date and keep project reporting Systems updated; obtain data/telephone requirements on projects from customers and prepare installation requests and coordinate the installations; organize ground breaking ceremonies; observe, monitor and write reports on components of construction activities; create and maintain web sites for projects; perform and coordinate Prevailing Wage surveys; coordinate the close-out of projects, and; organize and manage the project archives.

EXHIBIT B

CONTRACTOR ON PAYROLL Compensation

COUNTY shall pay CONTRACTOR for professional services pursuant to this Agreement upon biweekly submission by CONTRACTOR of a timesheet, and such payment shall be subject to deductions and withholding of state and federal taxes. In no event shall the compensation payable exceed the total sum of \$112,775.68 without written amendment. This not to exceed amount in based on 2087.12 hours in a year, and includes the following:

- \$102,535.70 for 3,204.24 hours of work by CONTRACTOR at a rate of \$32.00 per hour.
- \$5,120.00 per year for 160 hours per year of paid leave paid via payroll.

The above compensation is broken down by Fiscal Year as follows:

<u>Fiscal Year</u>	<u>Total Hrs</u>	<u>Working Hrs</u>	<u>Leave Hrs</u>	<u>Salary</u>	<u>Leave</u>	<u>Total</u>
12-13	200	184.67	15.33	\$5,909.44	\$490.56	\$6,400.00
13-14	2,087.12	1,927.12	160.00	\$61,667.84	\$5,120.00	\$66,787.74
14-15	1,887.12	1,742.45	144.67	\$55,744.00	\$4,629.44	\$60,373.44

The approximate additional costs to the County associated with any benefits provided by this contract are estimated to be \$2,560 for FY 12-13, \$26,715 for FY 13-14, and \$24,149 for FY 14-15 for Employer's FICA, Medicare, Worker's Compensation Insurance, Unemployment Insurance and Retirement, and do not represent additional compensation to the Contractor.

Contract Summary Form: Contract Number : _____-_____-_____-_____

Complete data below, print, obtain signature of authorized departmental representative, and submit this form (and attachments) to the Clerk of the Board (>\$25,000). If less than (<\$25,000) submit a Purchasing Requisition to the Purchasing Division of General Services. See "online purchasing manual" under General Services, Purchasing, Policies and Procedures. Form not applicable to revenue contracts.

D1. Fiscal Year : FY 12-13, 13-14, 14-15

D2. Budget Unit Number (plus -Ship/-Bill codes in paren's):

D3. Requisition Number :

D4. Department Name: General Services

D5. Contact Person : Grady Williams

D6. Phone : 568-3083

K1. Contract Type (check one): ☐ Personal Service ☒ Capital Project/Construction

K2. Brief Summary of Contract Description/Purpose : Assist with tasks associated with cap project mgmt

K3. Original Contract Amount : \$133,575.48

K4. Contract Begin Date : May 27, 2013

K5. Original Contract End Date: May 26, 2015

K6. Amendment History (leave blank if no prior amendments):

<u>Seq#</u>	<u>EffectiveDate</u>	<u>ThisAmndtAmt</u>	<u>CumAmndtToDate</u>	<u>NewTotalAmt</u>	<u>NewEndDate</u>	<u>Purpose(2-4 words)</u>
		\$	\$	\$		

K7. Department Project Number :

B1. Is this a Board Contract? (Yes/No) : yes

B2. Number of Workers Displaced (if any) : none

B3. Number of Competitive Bids (if any):

B4. Lowest Bid Amount (if bid): \$

B5. If Board waived bids, show Agenda Date :

B6. .. and Agenda Item Number : #

B7. Boilerplate Contract Text Unaffected? (Yes / or cite ¶¶) :

F1. Encumbrance Transaction Code : 1701

F2. Current Year Encumbrance Amount : \$6,400

F3. Fund Number : 0001

F4. Department Number : 063

F5. Division Number (if applicable) : 1230

F6. Account Number :

F7. Cost Center number (if applicable) : 1230

F8. Payment Terms : Net 30

V1. Vendor Numbers (A=uditor; P=urchasing) :

V2. Payee/Contractor Name : Leann Anderson

V3. Mailing Address : P.O. Box 74,

V4. City State (two-letter) Zip (include +4 if known) : Santa Barbara, CA 93102

V5. Telephone Number :

V6. Contractor's Federal Tax ID Number (EIN or SSN) :

V7. Contact Person :

V8. Workers Comp Insurance Expiration Date :

V9. Liability Insurance Expiration Date[s] (G=enl; P=rofl) :

V10. Professional License Number : #

V11. Verified by (name of County staff) :

V12. Company Type (Check one): ☒ Individual ☐ Sole Proprietorship ☐ Partnership ☐ Corporation

I certify: information complete and accurate; designated funds available; required concurrences evidenced on signature page.

Date :

Authorized Signature: _____