

**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: 3/28/05
Department Name: General Services
Department No.: 063
Agenda Date: 4/12/05
Placement: Administrative
Estimate Time:
Continued Item: NO
If Yes, date from:

TO: Board of Supervisors

FROM: Tom Alvarez
General Services Director

STAFF CONTACT: Yvonne Torres
x3075

SUBJECT: Capital Projects Program Coordinator Position- Extension

Recommendation(s):

That the Board of Supervisors:

Adopt one resolution effective July 4, 2005, as follows:

Add 1.0 FTE Capital Projects Coordinator (Class 000613), Range 5748 (\$4,265-5,207 per month).

Adopt one resolution effective July 3, 2006, as follows:

Delete 1.0 FTE Capital Projects Coordinator (Class 000613), Range 5748 (\$4,265-5,207 per month).

Alignment with Board Strategic Plan:

The recommendation(s) are primarily aligned with Goal No. 3. A Strong Professionally Managed County Organization.

Executive Summary and Discussion:

The Capital Projects Coordinator was originally hired for a two year period, starting November 2002 through November 2004, to manage the Santa Maria Juvenile Hall. This project has been extended to April of 2005. In addition, we have assigned new projects to the Capital Projects Coordinator. These projects include:

- Calle Real Fuelling Retrofit project, that will carry over until October 2005
- ADMHS Cares building in Santa Maria set to be completed by June 30, 2006.
- Sheriff's move to the east wing of the Courthouse which is set to be completed by December 31, 2005.
- Lompoc Sheriff/Fire Station set to be completed by June 30, 2007.

Extending this personnel resolution for an additional year will cost the General Services Department approximately \$80,000. This cost will recoup via charges for services which we believe will generate approximately \$112,000 in revenue.

Mandates and Service Levels:

None

Fiscal and Facilities Impacts: The cost of extending the Capital Projects Coordinator in the Facilities division is already included in the project budget.

Special Instructions:

Please send one copy of the approved resolutions to Sandra Viola in Human Resources and one copy to Karen Takeuchi, Payroll Clerk, in the General Services Department.

Concurrence: Human Resources, County Administrator