

**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: June 16, 2005  
Department: General Services  
Budget Unit: 063  
Agenda Date: June 28, 2005  
Placement: Administrative  
Estimate Time:  
Continued Item: NO  
If Yes, date from:

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**TO:** Board of Supervisors

**FROM:** Tom Alvarez, Director  
General Services Department

**STAFF CONTACT:** Roy Hapeman, Assistant Director  
568-2634

**SUBJECT:** Establish hourly billing rate for various General Services Sections  
All Supervisorial Districts

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**Recommendations:**

That the Board of Supervisors adopt a Resolution establishing fees to be reimbursed by private non-profit agencies, other governmental agencies, proprietary and special revenue funds, to be collected by the General Services Department for Capital Projects services in the amount of \$85 per hour.

**Alignment with Board Strategic Plan:**

The recommendations are primarily aligned with Goal No. 1.: An Efficient Government Able to Respond Effectively to the Needs of the Community and with actions required by law or by routine business necessity.

**Executive Summary and Discussion:**

Capital Projects provides in-house project management for the County's capital construction and capital improvement projects. Their job is to assure that the design and construction of County projects meet quality and budget requirements. They also help departments in securing project management services through outside consultants when our own County project managers are not available. They have staff architects who manage new construction, remodeling and tenant improvements in County owned buildings. They help preserve the architectural and design integrity, quality, and usefulness of office space. Consultant selection responsibility is assigned to an in-house project manager to establish a uniform, centralized, and structured approach to evaluating and selecting architectural, engineering, and other design related professional consultants for the County's projects.

General Services has been using a three tiered rate structure for capital projects. These rates were developed with data/salaries from 2002. The existing rates range from \$49.00 for a junior level project

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manager to \$84.00 for an architect. In recent years, we have brought on or developed a more senior staff and include the appropriate overhead costs. The resulting average rate for the group is \$85 an hour. General Services also compared the County fees to private/public fees and based on the results, General Services recommends that the Board adopt a resolution approving a new consolidated rate of \$85 per hour for Capital Projects services. The new single rate will make billing more efficient and reflects the current costs associated with the service.

**Mandates and Service Levels:**

None

**Fiscal and Facilities Impacts:**

Fees for Services from Capital Projects will be recorded as income in its respective program and used to offset incurred expense.

**Special Instructions:** After Board action, distribute as follows:

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| 1. Original Documents                        | Clerk of the Board                                   |
| 2. Copy of Original Documents & Minute Order | General Services Administration<br>Attn: Roy Hapeman |

**BOARD OF SUPERVISORS OF THE  
COUNTY OF SANTA BARBARA, STATE OF CALIFORNIA**

**Resolution No. \_\_\_\_\_**

IN THE MATTER OF ESTABLISHING FEES TO BE COLLECTED BY  
THE GENERAL SERVICES DEPARTMENT FOR CAPITAL  
PROJECTS HOURLY RATES. ALL SUPERVISORIAL DISTRICTS.

**WHEREAS**, the General Services Department of the County of Santa Barbara, State of California, is performing Capital Projects Administration Services for Private Non-Profit Agencies, other Government Agencies, Proprietary and Revenue Funds; and

**WHEREAS**, performing these services is a cost to the County General Fund in terms of employees' salaries, overhead expenses, equipment and material costs; and

**WHEREAS**, the services and products produced are of direct benefit to specific parties; and

**WHEREAS**, in order to continue performing such services it is necessary to charge fees sufficient to cover the approximate costs thereof.

**NOW THEREFORE, BE IT RESOLVED AS FOLLOWS:**

Effective the date of adoption of this Resolution, work performed by the Capital Projects Section of the Facilities Services Division for private non-profit agencies, other governmental agencies and proprietary and revenue funds shall be reimbursed at an hourly rate of \$85.00. The fee established by this Resolution will continue in effect until revised, repealed or otherwise amended.

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Passed and adopted by the Board of Supervisors of the County of Santa Barbara, State of California, this \_\_\_\_\_ day of \_\_\_\_\_, 2005, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAINED:

COUNTY OF SANTA BARBARA

ATTEST:  
MICHAEL F. BROWN  
CLERK OF THE BOARD

By: \_\_\_\_\_  
Chair, Board of Supervisors

By: \_\_\_\_\_  
Deputy

APPROVED AS TO FORM:  
STEPHEN SHANE STARK  
COUNTY COUNSEL

APPROVED AS TO FORM:  
ROBERT W. GEIS, C.P.A.  
AUDITOR-CONTROLLER

By: \_\_\_\_\_

By: \_\_\_\_\_