



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: 11/08/11
Placement: Administrative
Estimated Tme: N/A
Continued Item: No
If Yes, date from:
Vote Required:

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: Renewal of the Contractor on Payroll (COP) Contract for Richard Whirly in the General Services, Support , Facilities Division.

County Counsel Concurrence

As to form: Yes

Other Concurrence: Human Resources

As to form: Yes

Auditor-Controller Concurrence

As to form: Yes

Risk Management Concurrence

As to form: Yes

Recommended Actions: That the Board of Supervisors:

A) Renew the Professional Services Contract with Richard Whirly as Contractor on Payroll in the Facilities Division of General Services Department in the amount of \$38,700.40 for the 7 month period from January 1, 2012 through August 3, 2012.

B) Determine that these activities are exempt from California Environmental Quality Act review per CEQA Guideline Section 15061(b)(3), since it can be seen with certainty that there is no possibility that the activities may have a significant effect on the environment.

Summary Text:

Mr. Whirly has been working as a Contractor on Payroll in this position for the past two years. In this time period he has successfully managed major maintenance projects throughout the County. These projects have included CDBG grant projects, ARRA projects, special projects for other departments as well as the projects identified in the Capital Maintenance Program. In addition he has been able to assist the North and South County Facility Maintenance Supervisors with complicated maintenance projects. Without this position, General Services, Facilities Division has insufficient staff to adequately manage current and projected capital maintenance projects.

Background:

In FY1999-00 General Services compiled a project list which identified a \$15 million maintenance backlog in public building maintenance and repair projects. The projects were in 1.8 million square feet of County occupied/maintained space and included various categories such as HVAC, parking lots, roofs, painting, plumbing etc. The County has been addressing these projects over the last 11 years by allocating General Fund contributions through the Capital Maintenance Program as well grants from various agencies that have been available for such projects.

The Capital Maintenance Program has a nominal \$1.5 million yearly budget which varies from year to year depending on the urgency of the projects and available funds. These projects are technically complex and require the preparation of design plans and specifications. They also must be advertised for public bid in accordance with the Public Contract Code. In order to adequately manage these projects it became obvious early on that a dedicated knowledgeable program manager was needed to ensure appropriate oversight of the day to day activities as well as cost control and long range planning to make the most effective use available funds. 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 in this situation where the funding varies yearly based on the Board’s annually adopted Budget Principles.

Yearly funding level, new facilities brought on line, the ability of existing maintenance staff to keep up with the rate of deterioration of County infrastructure and the cost of labor and materials are all factors that result in continued growth of the maintenance backlog which currently stands at approximately \$28 million. This Contract and any possible renewals are timed to terminate coinciding with the reduction in backlogged projects to a level that existing staff can handle.

Fiscal and Facilities Impacts:

Budgeted: Yes

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		8,739	8,739
State			
Federal			
Fees			
Existing program funds	45,442		45,442
Total	45,442	8,739	54,181

Narrative:

The cost figures shown in the table above include an estimated \$15,480.60 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 the 7 month period, is \$38,700.40.

Funds for this contract are available in Fund 0001, Department 063, Program 1225 in FY 11/12. Continuation of this contract beyond the current fiscal year is contingent on adequate funding in the Capital Maintenance program.

Staffing Impacts:

Legal Positions:

1

FTEs:

Special Instructions:

After Board action, distribute as follows:
Original document to Boards Official File
Stamped copy of document and minute order to Jack T. Williams, County Facilities Manager

Attachments:

Contract between County of Santa Barbara and Mr. Richard Whirty

Authored by:

Jack T. Williams (805) 568-2533, County Facilities Manager, General Services