



**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: October 26, 2010
Placement: Administrative
Estimated Tme: N/A
Continued Item: No
If Yes, date from: N/A
Vote Required: Majority

TO: Board of Supervisors
FROM: General Services Robert Nisbet, Director (805-560-1011)
Contact Info: Paddy Langlands, Assistant Director (805- 568-3096)
SUBJECT: **Contract Amendment No. 1 to Contractor on Payroll Celeste Manolas, General Services Dept. Support Services - Capital Projects Division**

County Counsel Concurrence

As to form: Yes

Auditor-Controller Concurrence

As to form: Yes

Other Concurrence: Human Resources

As to form: Yes

Recommended Actions:

That the Board of Supervisors approve Contract Amendment No. 1 to Contractor on Payroll (COP) Celeste Manolas as Project Manager in the Capital Projects Division of General Services Department in the amount of \$212,784.00 for the two-year period from November 30, 2009 through December 2, 2011.

Summary Text:

The two-year contract executed by the Board of Supervisors on November 10, 2009, spans three fiscal years; a partial first year, a full second year, and a partial third year. The original contract contains an error which resulted in an unintended switch in the amount of earned leave hours in the third fiscal year of the contract with that of the first fiscal year of the contract. The purpose of this Amendment is to correct that error. The amendment makes no change to the total contract amount, or to the contract completion date.

Background:

Since November of 2007, the Capital Projects division has contracted with Celeste Manolas through a COP to perform as Project Manager for designing and bidding a variety of projects, including the Emergency Operations Center (EOC) project, the Public Defender Remodel project, the Sheriff

Headquarters Expansion project, and the Clerk Recorder Assessor (CRA) Archives project. Given these, and other new projects funded over the past several months, there is more work funded through construction than the number of regular staff project managers available to execute the work without the support of this COP position; thus the need for this COP position.

Fiscal and Facilities Impacts:

Budgeted: Yes

Fiscal Analysis:

<u>Funding Sources</u>	<u>Current FY Cost:</u>	<u>Annualized</u> <u>On-going Cost:</u>	<u>Total One-Time</u> <u>Project Cost</u>
General Fund			
State			
Federal			
Fees			
Existing Project Funds	\$ 75,640.60	\$ 128,113.00	\$ 256,226.00
Total	\$ 75,640.60	\$ 128,113.00	\$ 256,226.00

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 Compensation, Unemployment Insurance and Retirement; none of which is additional compensation to the Contractor. Total compensation to the Contractor, over a two year period, is \$212,784.00. This amendment does not change the direct compensation to Ms. Manolas, or the overall cost of this contract.

Special Instructions: After Board action, distribute as follows:

Original documents to Boards Official File

Duplicate original documents and Minute Order to Grady Williams, Manager, Capital Projects division.

Attachments:

Original and duplicate original Contract Amendment

Authored by: Grady Williams, Manager, Capital Projects Division (805) 568-3083