

**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:** 7/2/03  
**Department Name:** Alcohol, Drug & Mental Health  
**Department No.:** 043  
**Agenda Date:** 7/22/03  
**Placement:** Administrative  
**Estimate Time:**  
**Continued Item:** NO  
**If Yes, date from:**

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**TO:** Board of Supervisors

**FROM:** James L. Broderick, Ph.D., Director  
Department of Alcohol, Drug and Mental Health Services

**STAFF CONTACT:** Carrie Topliffe, Assistant ADMHS Director - Administration  
805-681-4092

**SUBJECT:** Contractors-on-Payroll - Alcohol, Drug & Mental Health Services

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**Recommendation(s):**

That the Board of Supervisors:

- A. Approve and execute a contract for facilities management services with Anthony R. Murguia as a contractor-on-payroll for the contract period of July 21, 2003 through June 30, 2004, and a maximum cost, including all benefits and County Costs, of \$73,230. Contract #BC 04-020.
- B. Approve and execute a contract for Grant Research Assistant services with Shelley Tan as a contractor-on-payroll for the contract period of July 21, 2003 through June 30, 2004, and a maximum cost, including all benefits and County costs, of \$41,497. Contract #BC 04-033.
- C. Authorize the Director of Alcohol, Drug and Mental Health Services to approve amendments to the proposed contract, providing that any such amendments do not exceed ten percent (10%) of the contracts total contract value.

**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:**

- A. The position of Facilities Manager – Department is in the FY 03-04 budget as a contract employee. ADMHS, in the past, contracted with General Services for these services but has found the need to have these responsibilities handled within our department. ADMHS is in the process of converting that to a permanent civil service position in the budget. Mr. Murguia has performed the duties of that position as

a contractor-on-payroll employee since February 2002 and has successfully completed many of the tasks necessary to maintain and upgrade ADMHS buildings and grounds. ADMHS has some capital projects in progress that are being supervised by Mr. Murguia and we wish to maintain continuity in those projects by retaining his services. He has the experience and skill that is required to manage these projects on an on-going basis and to direct preventive maintenance and routine repair issues at all our facilities.

- B. On November 2, 1999 your Board approved a contract with Shelley Tan for Interview and Data Collection services required by the Mentally Ill Offender Crime Reduction (MIOCR) Grant, awarded to the Sheriff's Office. This position is responsible for compiling data for the Board of Corrections on a semi-yearly basis so that they can accurately measure the outcomes of the program. Ms. Tan has been responsible for the collection of the data gathered from the two groups of participants since the beginning of the program. As the program will be completed during FY 03-04, Ms. Tan will be compiling all the data and analyzing the results. To this end ADMHS will need to renew the contract with Ms. Tan for the FY 03-04. This contract is fully funded by the MIOCR Grant.

### **Mandates and Service Levels:**

Alcohol, Drug & Mental Health Services are mandated by Welfare and Institutions Code, Section 5600.

### **Fiscal and Facilities Impacts:**

The proposed action has no impact on facilities. There is no requirement for General Fund dollars.

- A. The proposed contract allows for Mr. Murguia to provide up to 1,488 hours of service for FY 03-04 at a rate of \$39.69 per hour and a contract maximum of \$60,990. As a .715 FTE contractor-on-payroll, Mr. Murguia is eligible to receive pro-rated benefits such as paid leave and retirement, the cost of which is not included in his hourly rate. Therefore, while the actual contract maximum value is \$60,990, the action requested is for the maximum cost of \$73,230, which includes a County benefit contribution of \$12,240. The cost of this contract will be funded through realignment revenue. The revenue is included in the Adopted Budget FY 03-04, Federal and State Revenue – page D-130. The expenditure is included in the Adopted Budget FY 03-04, Operating Expenditures – Regular Salaries, on page D-130.
- B. The proposed contract allows for Ms. Tan to provide up to 1,920 hours of service for FY 03-04 at a rate of \$16.20 per hour and a contract maximum of \$33,597. As a .92 FTE contractor-on-payroll, Ms. Tan is eligible to receive benefits such as paid leave and retirement, the cost of which is not included in her hourly rate. Therefore, while the actual contract maximum value is \$33,597, the action requested is for the maximum cost of \$41,497, which includes a County benefit contribution of \$7,900. The cost of this contract will be funded through the MIOCR Grant. The revenue is included in the Adopted Budget FY 03-04, Federal and State Revenue – page D-130. The expenditure is included in the Adopted Budget FY 03-04, Operating Expenditures – Regular Salaries, on page D-130.

**Special Instructions:**

Please send the fully executed second original contract and signature page, and one (1) copy of the Minute Order to:

Alcohol, Drug and Mental Health Services  
Attn: Brandy Tulloh, MFT - Contracts Manager  
300 North San Antonio Road  
Santa Barbara, CA 93110

**Concurrence:**

Auditor-Controller  
County Counsel