

**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: 8/27/02
Department Name: Alcohol, Drug & Mental Health
Department No.: 043
Agenda Date: 9/17/02
Placement: Administrative
Estimate Time:
Continued Item: NO
If Yes, date from:

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: Contractor on Payroll - Alcohol, Drug & Mental Health Services

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 September 16, 2002 through June 30, 2003, and a maximum cost of \$56,277
- B. 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:

The position of Facilities Manager – Department is in the FY 02-03 budget as an extra help/contract employee. ADMHS is in the process of converting that to a permanent civil service position through the budget process for the FY 03-04. Mr. Murguia has been performing the duties of that position as an extra-help employee since February 2002 and it is necessary to extend his employment as a contractor-on-payroll at this time. 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.

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.

The proposed contract allows for Mr. Murguia to provide up to 1,230 hours of service for the remainder of this fiscal year at a rate of \$37.80 per hour and a contract maximum of \$46,494. As a .59 FTE contractor-on-payroll, Mr. Murguia is eligible to receive pro-rated benefits such as paid leave and retirement benefits, the cost of which is not included in his hourly rate. Therefore, while the actual contract maximum value is \$46,494, the action requested is for the maximum cost of \$56,277, which includes a County benefit contribution of \$9,783. The cost of this contract will be funded through realignment revenue. The expenditure is included in the Recommended Budget 2002/03, Budget Line Item 6177, in the Program 2100 – ADMHS Administration, 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