

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: 02/01/2006
Department Name: Alcohol, Drug & Mental Health
Department No.: 043
Agenda Date: 02/14/2006
Placement: Administrative
Estimate Time:
Continued Item: NO
If Yes, date from:

TO: Board of Supervisors

FROM: James L. Broderick, Ph.D., Director
Alcohol, Drug & Mental Health Services

STAFF CONTACT: Carrie Topliffe, ADMHS Assistant Director - Administration
805-681-4090

SUBJECT: Contracts for Robert Crombie and Mike Kuhn

Recommendations:

That the Board of Supervisors:

1. Approve and execute a contract in the amount of \$31,937, including County-mandated Contractor-on-Payroll benefits, effective July 1, 2005 through June 30, 2006, with Robert Crombie, a local vendor, to provide facilities maintenance services to ADMHS.
2. Approve and execute a contract in the amount of \$26,500, including County-mandated Contractor-on-Payroll benefits, effective September 26, 2005 through June 30, 2006, with Mike Kuhn, a local vendor, to provide facilities maintenance services to ADMHS.
3. Authorize the Director of ADMHS to approve amendments to the proposed contracts, provided that any such amendments do not exceed ten percent (10%) of the contracts' dollar amounts.

Alignment with Board Strategic Plan:

The recommendation(s) are primarily aligned with Goal No. 2. A Safe and Healthy Community in Which to Live, Work and Visit.

Executive Summary and Discussion:

Robert Crombie and Mike Kuhn provide facilities maintenance services necessary to support the provision of ongoing ADMHS activities as well as special projects. The \$31,937 contract value for Mr. Crombie (.75 FTE working July 1, 2005 – June 30, 2006) and the \$26,500 contract value for Mr. Kuhn (.50 FTE working

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September 26, 2005 – June 30, 2006) will allow each to work a maximum of 60 hours per biweekly pay period, and receive the Contractor-on-Payroll (COP) benefits to which they are entitled based on their FTE status. The proposed board contracts will cancel, nullify, and supersede these contractors' existing purchase agreements, which were executed without County-mandated COP benefits due to a clerical error.

ADMHS' utilizing COPs to perform facilities maintenance work at 22 buildings, including four leased buildings, is cost effective for the County. Maintaining these facilities requires ongoing support from maintenance workers who can provide services efficiently because they knowledgeable about the facilities, who are available to work evening and weekend hours when necessary, and who can provide a range of services at multiple locations throughout the County at one established, competitive hourly rate.

An attached chart represents the department's analysis of the costs of performing these functions with contracted employees versus using independent contractors to perform the various indicated trades.

Outcomes:

The proposed contracts with Mr. Crombie and Mr. Kuhn for facilities maintenance services will help ADMHS meet Recurring Performance Measure 0152 to provide safe facilities for the public and staff by processing 98% of approximately 300 facility work requests within two business days.

Mandates and Service Levels:

Mental Health Services are mandated by the Welfare and Institutions Code, Section 5600.

Fiscal and Facilities Impacts:

These contracts are funded by Realignment. This funding source is identified in the Adopted FY 2005-06 Budget, Federal and State Funding, Realignment funds line item 4102, in the County Budget Book, Administration, page D-142.

Special Instructions:

Please send one (1) fully executed copy of each contract and endorsed minute order to:

Alcohol, Drug & Mental Health Services
ATTN: Jennie Pittman, Contracts Analyst
300 N. San Antonio Road
Santa Barbara, CA 93110

Concurrence:

Auditor-Controller
Risk Management