

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: 06/8/2006
Department Name: Planning and Development
Department No.: 053
Agenda Date: 6/20/2006
Placement: Administrative
Estimate Time:
Continued Item: NO
If Yes, date from:

G:\group\energy\wp\minick 0506 contract-BoS ltr

TO: Board of Supervisors

FROM: Dianne Meester, Assistant Director
Planning & Development Department

STAFF Doug Anthony, Deputy Director
CONTACT: Energy Division, 568-2046

SUBJECT: Employment Agreement.

Recommendation(s): That the Board of Supervisors execute the attached Employment Agreement between the County of Santa Barbara and Nancy L. Minick, a local consultant, for a period of 12 months, commencing July 1, 2006, to provide planning and supervising-planning services to Planning and Development as needed, for an amount not-to-exceed \$75,000.

Alignment with Board Strategic Plan: The recommendation is primarily aligned with Goal #1, "An efficient government able to anticipate and respond effectively to the needs of the community" and Goal #3, "A strong, professionally managed County organization."

Executive Summary and Discussion: Ms. Minick, a local consultant, is working with the Planning and Development Department as a contractor-on-payroll. During the 2005-06 fiscal year, she has served as a contract supervisor with the Energy Division, backfilling an Energy Specialist position in the Energy Division, temporarily vacated by Doug Anthony, who was appointed Interim Deputy Director in May of 2005. The department recently opened a recruitment to fill this Energy Specialist position on a permanent basis following the recent permanent appointment of Mr. Anthony to the Deputy Director position.

The Energy Division would like to continue Ms. Minick's services as a contract Energy Specialist until such time the recruitment for a permanent Energy Specialist is finalized. Thereafter, the Energy Division would like to retain Ms. Minick's services as a contract planner to assist with a temporary increase in workload, based on several recently filed and pending applications to develop energy projects and to decommission the former Gaviota marine terminal. She would also be available to the department during the 2006-07 fiscal year to provide services as needed.

Ms. Minick has extensive experience as a project manager and planner for energy and other development projects.

In accordance with the Employee Contract, Ms. Minick would be compensated on an hourly basis at a rate of \$55.00/hour for planning services and a rate of \$65.00/hour for supervising services during fiscal year 2006-2007. This rate of compensation is the same as provided during the 2005-06. Our estimated "not-to-exceed" budget of \$75,000 makes her available for 1,363-to-1.153 hours during the fiscal year, depending on the hourly rate. Her services would be used as needed.

Mandates and Service Levels:

No change in county programs. As a contract planner, Ms. Minick helps P&D maintain a sufficient level of service when permanent staffing levels are temporarily less than demand for services.

Fiscal and Facilities Impacts:

FY 2006-2007 proposed budget includes salary and revenue for this contract (budget pages D-290, D-294, and D-302). Expenditures are not funded by the General Fund, but rather external revenue sources including case processing fees and policy grants. All compensation paid to Ms. Minick under the terms of this employment agreement is categorized as salaries; there is no payment of benefits or any requirements to pay such benefits, according to the Auditor/Controller's Office.

Special Instructions: Clerk of the Board will send a certified copy of the executed contract to Doug Anthony.

Concurrence:

Auditor-Controller
County Counsel