

**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: 7/3/02
Department Name: General Services
Department No.: 063
Agenda Date: 7/23/02
Placement: Administrative
Estimate Time:
Continued Item: NO
If Yes, date from:

TO: Board of Supervisors

FROM: Ronald S. Cortez, Director
General Services Department

STAFF CONTACT: Robert Ooley, AIA County Architect
568.3085

SUBJECT: Professional Services Contract (Contractor on Payroll) for Project Manager with the Office of the County Architect, General Services Department
All Supervisorial Districts

Recommendation(s):

That the Board of Supervisors approve the professional services contract with Grady W. Williams, P.E. as Project Manager for the period August 1, 2002 through July 31, 2004. Each contract year amount, including all benefits, shall not exceed \$85,000 per 12-month period.

Alignment with Board Strategic Plan:

The recommendation is primarily aligned with Goal No. 2. Ensure the Public Health and Safety and Provide Essential Infrastructure.

Executive Summary and Discussion:

In the second quarter of 2002, a project manager within the Office of the County Architect left the employ of the County to return to school. Since that time, the Office of the County Architect conducted recruitments to backfill the vacant position. We received 18 potential candidates from around the state. After narrowing the list to like candidates to fill the vacant position, we held personal interviews. While the three top candidates presented sharp interpersonal, technical and general skills, only one could be chosen. Mr. Grady W. Williams, a Professional Registered Engineer, is clearly the best fit given the types of capital improvement projects to be undertaken by the Office of the County Architect in the next five years. Mr. Williams has extensive experience in medium and large construction projects and will be a valuable addition to the County.

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(Executive Summary and Discussion-continued)

Mr. Williams is a licensed Professional Engineer in Washington State and soon in California, and has over 20 years of engineering, construction and project management experience.

Mandates and Service Levels:

No change in service levels.

Fiscal and Facilities Impacts:

Funds for this contract are available in Fund 0001, Department 063, and Program 1230. The allotment is included in Fund 0030, Department 063, Program 1930, Account 8200, Project 8622. It is shown in the adopted Santa Barbara County 2002-2003 Budget Department Summary as *Capital Improvements* on page D-342.

Special Instructions:

Upon Board approval and execution, the Clerk should distribute as follows:

- | | |
|--|---|
| 1. Original contract | - retain for Official File |
| 2. Dupl orig contract & Minute Order | - Auditor/Payroll |
| 3. Certified copy of contract & Minute Order | - Robert Ooley, Office of the County Architect, 1100 Anacapa Street |

Concurrence:

Audior-Controller
County Counsel
Risk Management