

**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: 05/28/2004
Department Name: Planning and Development
Department No.: 053
Agenda Date: 6-22-2004
Placement: Administrative
Estimate Time:
Continued Item: NO
If Yes, date from:

TO: Board of Supervisors

FROM: Valentin Alexeeff
Director, Planning & Development Department

STAFF CONTACT: Luis Perez
Energy Specialist (x2034)

SUBJECT: Employment Agreement between the County of Santa Barbara and Nancy L. Minick to provide advanced journey level planning services on various projects throughout the Planning and Development Department.

Recommendation(s):

That the Board of Supervisors:

Execute the attached Employment Agreement between the County of Santa Barbara and Nancy L. Minick for a period of thirteen months commencing June 1, 2004 and terminating on June 30, 2005, to provide advanced journey level planning services for Planning and Development. This Employment Agreement is not-to-exceed \$45,000.

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 is currently working for the Planning and Development Department as a contractor on payroll and works between ten and twenty hours per week. Ms. Minick has extensive experience as a project manager and planner for energy and development review projects and has been used in the past to manage projects during staff turnover and workload peaks. We intend to use Ms. Minick as needed for various projects that are predicted to come in over the next year and that are limited in scope and require her level of expertise.

Mandates and Service Levels:

No change in county programs or service levels

Fiscal and Facilities Impacts:

From July 1, 2003 – May 30, 2004, Ms. Minick was paid through a Purchase Order contract for a not-to-exceed amount of \$25,000. This contract augments the amount of that original contract by \$20,000 and extends the ending date of the contract to June 30, 2005. The original Purchase Order was paid through the department's adopted FY 03-04 budget and this augment is included in the proposed FY 04-05 budget. The cost is included in the Permitting and Compliance cost centers shown on pages D-290, D-293 and D-300 of the 2004/05 proposed budget.

Special Instructions:**Concurrence:**

Auditor-Controller

County Counsel