



BOARD OF SUPERVISORS
AGENDA LETTER

Agenda Number:

Clerk of the Board of Supervisors
105 E. Anapamu Street, Suite 407
Santa Barbara, CA 93101
(805) 568-2240

Department Name: General Services
Department No.: 063
For Agenda Of: August 14, 2012
Placement: Administrative
Estimated Tme: N/A
Continued Item: No
If Yes, date from: N/A
Vote Required: Majority

TO: Board of Supervisors
FROM: General Services Robert Nisbet, Director (805-560-1011)
Contact Info: Paddy Langlands, Assistant Director (805- 568-3096)
SUBJECT: **Contractor On Payroll Contract for Andrew Tranovich, PE, in General Services Dept., Support Services – Capital Projects Division**

County Counsel Concurrence

As to form: Yes

Auditor-Controller Concurrence

As to form: N/A

Other Concurrence: Human Resources, Risk Management, and Community Services Department
As to form: Yes

Recommended Actions:

That the Board of Supervisors:

- a) Approve the attached Contractor on Payroll Contract with Andrew Tranovich, PE, as Project Manager in the Capital Projects Division of General Services Department in the amount of \$176,600 for the two-year period from September 3, 2012 to September 2, 2014.
- b) Find that this Contractor on Payroll action is an administrative activity not constituting a "Project" within the meaning of the California Environmental Quality Act (CEQA), as set forth in 14 CCR 15378(b)(2).

Summary Text:

General Services, Capital Projects Division has insufficient staff to meet the workload of current, funded, on-going projects. The nature of this work can be cyclical and it would be in the best interest of the County to issue a short term Contractor on Payroll (COP) position to cover the anticipated workload over the next two years. Mr. Tranovich, a licensed engineer, has been selected for the contract. If the recommended contract is approved, he will manage the division's engineering-related capital projects, such as those from Community Services Department, from the Santa Ynez Valley Airport, and the sewer replacement project at the kitchen of the existing jail. The majority of these projects are funded by federal grants.

Background:

The workload of the Capital Projects division over the next two years includes a large number of projects that are of an engineering nature, best managed by an engineer. The following funded and anticipated engineering-type projects for the next two years that the COP position would manage include; \$2.8 million worth of federal grant-funded projects the Parks division of Community Services Department has budgeted for FY 12-13, and \$2.2 million worth of federal grant-funded projects the Santa Ynez Airport (SYA) has budgeted for FY 12-13 and FY 13-14.

Funded for FY 12-13:

- Goleta Sewage Pump Station; \$600,000
- Cachuma Water Distribution Line; \$2 million
- Jalama Beach Water Line; \$200,000
- SYA Taxilane Repair and Pedestrian Access Improvements; \$1.1 million
- Existing Jail Sewer Replacement; \$1 million

Anticipated to begin in FY 13-14:

- Cachuma Water Treatment Plant; \$2.5 million
- Cachuma Sewage Treatment Plant; \$4 million
- SYA Rehabilitation of Service Road; \$1.1 million
- New Jail Utility Extensions; \$4 million

The recommended contract provides for an hourly rate of \$42.45, 160 hours of leave per year, and retirement benefit. The hourly rate represents an annual salary of \$88,300. For comparison, Ventura County staffs their Capital Project's project manager positions with "Engineering Manager I's and II's". There, an Engineering Manager I (mid-level) earns between \$71,000 and \$99,000 annually.

The individual recommended for the COP is a Professional Engineer licensed in the State of California, is a graduate of California Polytechnic University, San Luis Obispo, and is currently a commissioning engineering consultant for the firm Enovity of San Francisco, CA.

On October 3, 2006 the County's Human Resources Department presented a board letter showing that from time to time there are certain situations where Contractor on Payroll is the appropriate way to contract labor. This is the case on this contract where the volume of work for the construction of new buildings and large remodels varies significantly over several years, and it is during times of increased activity that it is advantageous for the County to fill the need with a Contractor on Payroll position. This Contract and any possible renewals are timed to terminate coinciding with the reduction of building activity to the level that existing staff can cope with. The COP contract provisions include a 30-day termination by either party.

Fiscal and Facilities Impacts:

Budgeted: Yes

Fiscal Analysis:

<u>Funding Sources</u>	<u>Current FY Cost:</u>	<u>Annualized On-going Cost:</u>	<u>Total One-Time Project Cost</u>
General Fund			
State			
Federal			
Fees			
Existing Project Funds	\$ 99,200.00		\$ 257,800.00
Total	\$ 99,200.00	\$ -	\$ 257,800.00

Narrative:

The cost figures shown in the table above include an estimated \$41,000 per year to pay the County’s share of FICA, Medicare, Worker’s Compensation and Unemployment Insurance, and Retirement; none of which is additional compensation to the Contractor. Total compensation to the Contractor, over a two year period, is \$176,600.00. The Contractor, Mr. Tanovich, will be working on funded projects and it is anticipated that 1,300 direct billable hours (annually) of his time will be charged to these projects at the current Capital Projects average billing rate of \$135 per hour. The increase in planned revenues generated by Contractor will cover costs of Contractor, and a future budget revision will account for the budget change.

Special Instructions:

After Board action, distribute as follows:

Original document to Board’s Official File

Duplicate original document and minute order to Grady Williams, Manager, Capital Projects division.

Attachments:

1. Contract between County of Santa Barbara and Mr. Andrew Tranovich, with exhibits
2. Contract Summary

Authored by:

Grady Williams, Manager, Capital Projects division (805) 568-3083