

**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: 10/9/02
Department Name: Auditor-Controller
Department No.: 061
Agenda Date: 10/22/02
Placement: Administrative
Estimate Time: 0
Continued Item: NO
If Yes, date from:

TO: Board of Supervisors

FROM: Robert W. Geis, Auditor-Controller
James Broderick, Director ADMHS

STAFF CONTACT: Linda Lucas, Department Assistant
2100

SUBJECT: Transfer Cost Analyst Position

Recommendation(s):

That the Board of Supervisors:

Adopt a personnel resolution, effective November 11, 2002, deleting one (1.0 FTE) Cost Analyst I/II position (Class 1878) from the Auditor-Controller department and adding one (1.0 FTE) Cost Analyst III position (Class 1878) to the ADMHS department.

Alignment with Board Strategic Plan:

The recommendation is primarily aligned with actions required by routine business necessity.

Executive Summary and Discussion:

This request is made to enable the transfer of one Auditor-Controller Cost Analyst I/II to ADMHS. In January of 2001, the Auditor and ADMHS entered into an agreement that arranged for the provision of accounting services to ADMHS by the Auditor-Controller. The particulars of the relationship are specified in the attached agreement. It was contemplated that the commitment under this contract would be about 2 ½ years. During the course of the contract it became apparent that we should recruit and fill positions within the ADMHS budget to provide an accounting team in the department for the long-term fiscal health and stability of the department. We had recruited one staff within the Auditor budget prior to the decision to staff within the ADMHS budget. We have now put together a good team together at the ADMHS department and believe it is appropriate to terminate the service agreement and transfer one cost analyst from the Auditor-Controller budget to the ADMHS budget.

Mandates and Service Levels:

Provided accounting services to a variety of mandated programs in ADMHS

Fiscal and Facilities Impacts:

In the FY 02-03 ADMHS will reimburse the A-C \$20,000 in costs for nine pay periods and reduce the remainder of the budgeted reimbursement by \$50,000. The A-C will reduce Salaries and Benefits by \$50,000 and ADMHS will increase Salaries and Benefits by \$50,000. In fiscal year 03-04 the A-C will reduce it's budget by one funded position and ADMHS will increase its budget by one funded position.

Special Instructions:

None

Concurrence:

County Administrator

Personnel