



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: Auditor-Controller
Department No.: 061
For Agenda Of: **July 11, 2017**
Placement: Administrative
Estimated Tme: N/A
Continued Item: No
If Yes, date from:
Vote Required: Majority

TO: Board of Supervisors
FROM: Department Director(s) Theodore A. Fallati, CPA (x2101)
Contact Info: Ed Price, CPA (x2126)
SUBJECT: **Financial and Accounting Services Agreement with Isla Vista Community Services District**

County Counsel Concurrence

As to form: Yes

Other Concurrence: N/A

As to form: Select_Concurrence

Recommended Actions:

That the Board of Supervisors:

- a) Approve, ratify and authorize the Chair to execute an Agreement with Isla Vista Community Services District for the period July 1, 2017 to June 30, 2018 for financial and accounting services to Isla Vista Community Services District;
- b) Delegate authority to the Auditor-Controller to exercise annual contract renewals under the same terms and conditions for FY 2018-19 and 2019-20; and
- c) Determine that the actions above are not a project under the California Environmental Quality Act (CEQA) pursuant to Section 15378(b)(4) of the CEQA Guidelines, because they are government fiscal activities which do not involve any commitment to any specific project which may result in a potentially significant physical effect on the environment.

Summary Text: The Auditor-Controller will provide financial and accounting services to Isla Vista Community Services District in connection with the execution of Isla Vista Community Services District's duties at a cost not to exceed the actual costs of providing similar services to County Departments and at rates effective during the term of the agreement.

Auditor-Controller Concurrence

As to form: Yes

Background: The Auditor-Controller's Office provides financial and accounting services to both County departments and special districts. Among these financial and accounting services are the processing of vendor payments, journal entries, deposit journal entries, budget and warrant cancellation documents. The Auditor-Controller's Office developed and implemented FIN Web which has numerous enhancements to pay bills online, scan and attach invoices for claims processing, and track approvals for transactions. FIN Web also provides powerful, customizable reporting capabilities for its users.

Fiscal and Facilities Impacts:

Budgeted: Yes

Fiscal Analysis:

The Auditor-Controller's costs for these financial and accounting services are allocated to the County departments as part of the County of Santa Barbara Cost Allocation Plan. The initial billing for Isla Vista Community Services District will be \$500.00 per fiscal year. The \$500.00 rate will apply to the two fiscal years, FY 2017-18 and FY 2018-19. Thereafter, the billing rate shall be the costs allocated as part of the County of Santa Barbara Cost Allocation Plan for use in the fiscal year that is the subject of the agreement.

Staffing Impacts:

None

Special Instructions:

Copy of signed Agreement to the Auditor-Controller's Office

Attachments:

Isla Vista Community Services District Agreement

Authored by: Ed Price, (805) 568-2126

cc: