



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: 8/14/2018
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 the Los Olivos Community Services District

County Counsel Concurrence

As to form: Yes

Other Concurrence: N/A

As to form: Select_Concurrence

Auditor-Controller Concurrence

As to form: Yes

Recommended Actions:

That the Board of Supervisors:

- a) Approve, ratify and authorize the Chair to execute an Agreement with the Los Olivos Community Services District for the period July 1, 2018 to June 30, 2020 for the Auditor-Controller's Office to provide financial and accounting services to the Los Olivos Community Services District;
- b) Delegate authority to the Auditor-Controller to exercise annual contract renewals under the same terms and conditions but with updated costs for fiscal years beginning 2020-21; 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 the Los Olivos Community Services District in connection with the execution of the Los Olivos 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.

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 Los Olivos Community Services District will be \$2,000.00 per fiscal year. The \$2,000.00 rate will apply to the two fiscal years, FY 2018-19 and FY 2019-20. 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:

Los Olivos Community Services District Agreement

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

cc: