

# ATTACHMENT C

**COUNTY OF SANTA BARBARA  
ADMINISTRATIVE MANUAL**

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SUBJECT:	ONGOING CONTRACTS PROCEDURES	ITEM NUMBER	<b>121-113</b>
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Background

By law, the Board of Supervisors (BOS) generally approves all service contracts for vendors providing over \$100K of annual services to the County. The regular process for approval of board contracts is to have a complete packet, including the board contract, summary sheet and related attachments, reviewed by County Counsel, Auditor-Controller and Risk Management. Once the Board has approved the contract, the contract is signed by the Chair and filed with the Clerk of the Board's Office.

The County has numerous on-going grants and contracts that are renewed each year through approval by the BOS during the annual budget hearings and execution of the contract by the County Executive Officer (CEO). With the approval by the BOS, the execution then becomes ministerial and can be delegated to the CEO. The Board authorizes the CEO (instead of the BOS Chair) to execute these on-going contracts where contract amounts are up to 10% greater or less than previously contracted amounts.

This on-going process is only for single year contracts, not multi-year agreements. All contract terms and conditions, including scope of work, must remain unchanged from the prior contract in order to qualify as an on-going contract. However, if rates or units of service change, the contract may qualify for the on-going contracts process if these changes are clearly disclosed on on-going contract list (Attachment C). Multi-year contracts are not approved through this process, and must be renewed through the normal process with a Board Letter. Departments are responsible to plan and ensure that all other terms and conditions remain the same.

Policy

**Pre Budget Hearings, according to Budget Schedule:**

1. Departments will notify the County Executive Office's Budget and Research Team to place ongoing contracts on Attachment C. Proper information will be disclosed on the On-going Contracts Form and will be submitted to the Budget and Research Team. Department Directors will ensure that there are no changes to the scope of service and will sign the On-going Contracts Form (121-113a) to that effect.
2. The Departments will reference the prior board contract numbers on Attachment C for comparison purposes. New contract numbers will be assigned at the time of Auditor-Controller Review.
3. The Budget and Research Team will review submitted forms, ensure that

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contract amounts meet the 10% change requirement, and ensure that the contract is for a single year. The Department will be notified when the contract is added to Attachment C.

4. The Budget and Research Team will include Attachment C (Sample available at (121-113b) in the budget binder for approval by Board at Budget Hearings.

Procedure

*The following administrative procedures must be followed for contracts authorized by the Board on Attachment C. Departments are encouraged to begin these procedures (Steps 1 & 2) early before budget hearings in order to expedite the review process and prevent interruptions of service.*

1. Contract will go through the normal review and signatory process with Departmental Management, County Counsel, Auditor-Controller, Risk, and the Contractor. The only difference is that the final contract will be signed and executed by the CEO, and not the Chair of the Board. Departments are ultimately responsible to plan and ensure that all other terms and conditions remain unchanged from the prior contract. A complete Board Contract package shall include the following:
  - A document intake checklist
  - A completed Board Contract Summary Form
  - A copy of Attachment C (with contract under review flagged or highlighted on 121-113a)
  - The Board Contract, and all applicable exhibits
2. Auditor-Controller's Office, Financial Accounting and Customer Support Division (FACS), will assign a board contract number to the contract after the Specialty Accounting Division has reviewed the contract.
3. The Department should pick up the contract from the Auditor-Controller's Office and obtain the remaining needed signatures, including the CEO's signature. Contracts do not need to be re-docketed for BOS approval, unless there is a change to the terms and conditions that was not disclosed on Attachment C.
4. The Department is responsible to retain copies of all final executed agreements, contract summary forms, attachments. On-going contracts will not be posted on the *Legistar* website.

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5. The Department shall attach a copy of all final executed (fully signed) agreements, contract summary form, and any attachments to the first claim submitted to FACS. FACS will enter all pertinent information into the Board Contract database, and ensure proper documentation and approval before making the first payment under the contract.

Approved on April 2, 2014

Responsible Departments:  
Auditor-Controller  
County Executive Office

Referenced Documents:  
121-113a – FY Ongoing Contracts Form  
121-113b – Sample Attachment C