



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:** August 19, 2014  
**Placement:** Departmental  
**Estimated Tme:** 30 Minutes  
**Continued Item:** No  
**If Yes, date from:**  
**Vote Required:** Majority

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**TO:** Board of Supervisors

**FROM:** Department Robert W. Geis, CPA, Auditor-Controller, 568-2100  
Director(s)  
Contact Info: Heather Fletcher, CPA, Audit Manager, 568-2456

**SUBJECT:** Auditor-Controller's Reports on Fiscal Year 2012-13 and 2013-14 County Vendor Payments Greater than \$100,000

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**County Counsel Concurrence**

As to form: No

**Auditor-Controller Concurrence**

As to form: No

**Recommended Actions:**

That the Board of Supervisors receive and file the fiscal year 2012-13 and fiscal year 2013-14 Report of County Vendor Payments Greater than \$100,000.

**Summary Text:**

These reports provide information regarding County payments to vendors. This information is presented to continue to improve accountability over County-wide contract monitoring. The attached reports for fiscal year ended 2012-13 and 2013-14, show that the County made \$210,370,436 and \$200,231,967 in payments to 303 and 280 vendors, during those fiscal years, respectively.

**Background:**

To continue to improve accountability over County-wide contract monitoring we are providing you with the reports of vendor payments greater than \$100,000 for fiscal year ended 2012-13 and 2013-14. We also want to communicate improvements that we have made to County-wide contract monitoring.

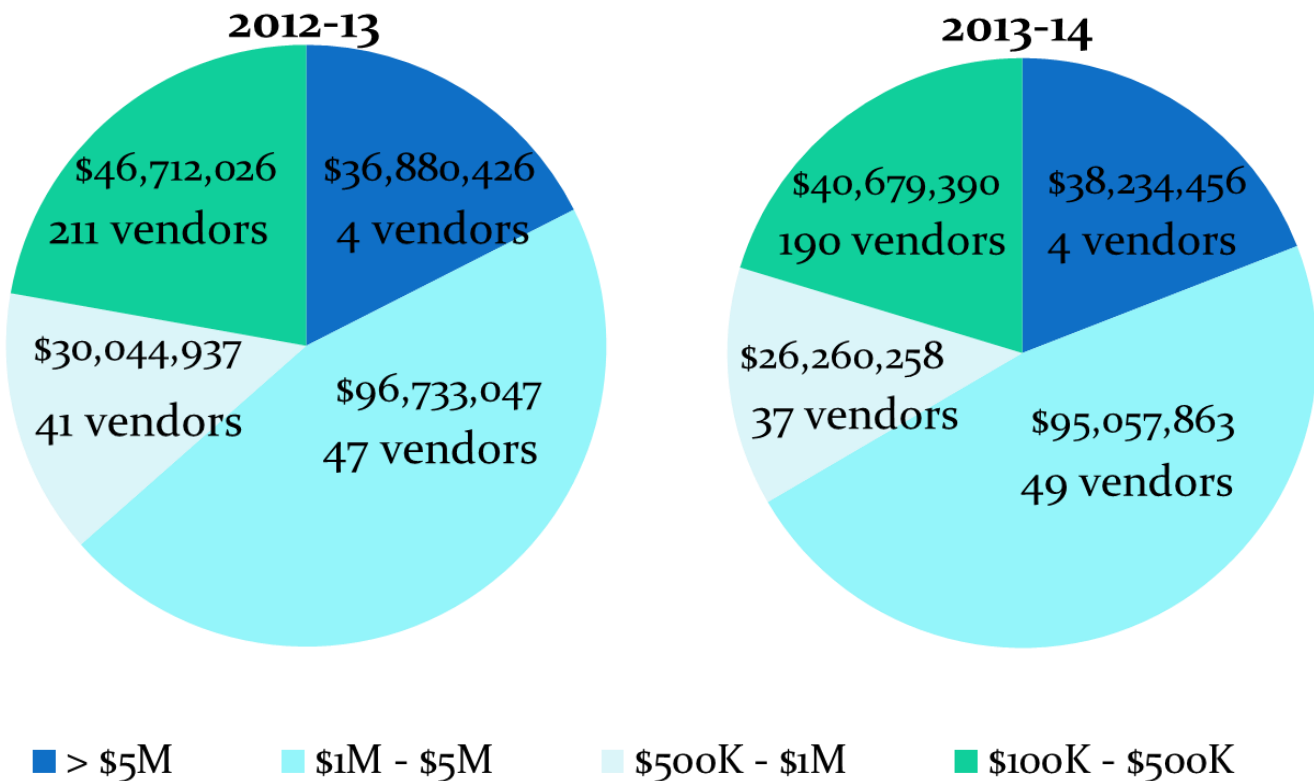
To improve County-wide contract monitoring, the following steps were completed:

1. The CEO's Office issued a policy, effective July 1, 2013, which provided departmental guidance and direction to improve County-wide contract and grant compliance.
2. A live training and two video trainings related to policy implementation and monitoring were made available to departments.
3. Contract monitoring checklists were developed and made available to departments.

4. The standard terms and conditions for contracts were updated to include provisions to protect the County against loss.
5. Recurring meetings to address contract process improvements are held with staff of the CEO, Auditor, County Counsel, and Purchasing. Procedure, policy, and other enhancements are developed and discussed as part of these meetings.
6. Committee meetings with the CEO, Auditor-Controller, and County Counsel are facilitated on a periodic basis, to address identified risks and make policy decisions to enhance processes.

As a result of these activities, we identified certain contract risks and are taking steps to address them. We applied lessons learned to new contract terms and conditions for similar contracts to minimize County risk in the contracting process. We also identified and are making process improvements.

The graph below shows expenditures stratified by dollar amount; the detailed list of vendors and expenditures is presented as an attachment. The list of vendors depicts all organizations that received more than \$100,000 during the fiscal years, not solely those with Board approved service contracts. We are continuing to identify process improvements and make efforts to enhance the information provided to your Board.



**Attachments:**

Fiscal year 2012-13 and 2013-14 Reports of County Vendor Payments Greater than \$100,000

**Authored by:**

Heather Fletcher, Audit Manager