



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: October 18, 2011  
Placement: Administrative  
Estimated Tme: 0  
Continued Item: No  
If Yes, date from:  
Vote Required: 4/5

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TO: Board of Supervisors

FROM: Department Robert W. Geis, Auditor-Controller  
Director(s)  
Contact Info: Theo Fallati, Assistant Auditor-Controller (568-2102)

SUBJECT: **Contractual Services for Parks Reservation System Implementation**

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**County Counsel Concurrence**

As to form: Yes

Other Concurrence: Risk Management

As to form: Yes

**Auditor-Controller Concurrence**

As to form: Yes

**Recommended Actions:**

- a. Approve the attached Agreement for Services of Independent Contractor with Simpler Systems, Inc., a local vendor, for Parks Reservation System Implementation, in an amount not to exceed \$123,000;
- b. Approve the attached Budget Revision Request and BJE 0001839 increasing appropriation to Services and Supplies funded by Auditor-Controller Committed fund balance to cover contract costs; and
- c. Determine that the above actions are organizational or administrative activities of government that are not a project under the California Environmental Quality Act (CEQA) pursuant to section 15378(b)(5) of the CEQA Guidelines.

**Summary Text:**

The County of Santa Barbara Auditor-Controller's office is working with Simpler Systems, Inc. to implement a new reservation and cashiering system in the Parks Department which has significant merit for operational efficiencies and high value to Parks customers for planning trips, making on-line reservations and paying on-line in advance. Availability of campsites, cabins, yurts, group reservations and annual passes will be available through a vendor system already purchased by the Parks Department. The Auditor will assist with system implementation, integration to FIN and the Treasury banking systems, written policies and procedures and implementation of proper accounting.

Simpler Systems recently completed an assessment of the Parks reservation system implementation project and made several recommendations for further action. The Auditor-Controller's office requests to have these steps completed and Simpler Systems has proposed to assist the County to provide those services.

Professional services to be delivered over the next 12 months will include project management and project staffing. Project management hours are not to exceed 200. Staffing hours are not to exceed 1,000.

The funds in the Auditor-Controller committed fund balance result from a carryover of FY 2010-11 savings in the Auditor-Controller’s committed fund balance set aside specifically for this project.

**Background:**

The Parks and Recreation Department purchased a web-based online reservation system in 2009. As described by the Parks and Recreation project expert, the system has only been partially implemented due primarily to lack of resources to focus on the project – both technical and general. It is the goal of the County to implement the system successfully as originally intended in order to provide point-of-service reservation capability to the Parks and Recreation customers for all County parks.

**Performance Measure:**

Provide High Quality Financial Services:

- Provide system testing, documentation, and training
- Provide accurate and timely system implementation
- Provide accurate and timely integration to FIN
- Develop and maintain effective systems for departments and customers

**Fiscal and Facilities Impacts:**

The total cost for the 12 month project is not to exceed \$123,000 comprised of \$33,000 in professional services related to project management (200 hours at \$165 per hour) and \$90,000 for project staff (1,000 hours at \$90 per hour).

Budgeted: Yes

**Fiscal Analysis:**

<u>Funding Sources</u>	<u>Current FY Cost:</u>	<u>Annualized On-going Cost:</u>	<u>Total One-Time Project Cost</u>
General Fund			
State			
Federal			
Fees			
Other: Committed Fund Balance	\$ 123,000.00		\$ 123,000.00
Total	\$ 123,000.00	\$ -	\$ 123,000.00

**Staffing Impacts:**

Legal Positions: 0                      FTEs: 0

**Attachments:** Simpler Systems Agreement for Services of Independent Contractor, Budget Revision Request

**Authored by:** Elaina Thanasko, Department Administrator