



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:** March 1, 2016  
**Placement:** Administrative  
**Estimated Time:** N/A  
**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:** County Office of Emergency Management Billing Audit Report

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**County Counsel Concurrence**

As to form: N/A

**Auditor-Controller Concurrence**

As to form: N/A

**Recommended Actions:**

That the Board of Supervisors:

Receive and file the Auditor-Controller's County Office of Emergency Management (OEM) Billing Audit Report for the two year period ending June 30, 2015 (the Audit Report).

**Summary Text:**

The Audit Report is submitted pursuant to California Government Code 26883 which requires that the Auditor-Controller's audit reports be filed with the Board of Supervisors. The overall purpose of our audit was to determine whether OEM complied with the terms and conditions of its agreements and appropriately billed the respective funding entities. The results of our audit indicate that there are opportunities for improvement in OEM's billing process.

**Background:**

OEM is a division within the County Executive Office (CEO) and is responsible for emergency planning and coordination of the Santa Barbara Operational Area. OEM funding is comprised of general fund monies as well as amounts from Federal grants, State sources, and from local oil companies. Our audit focused on the following non-general fund revenue sources:

- Emergency Management Grant Program, a Federal program (passed through the State), that provides funds for the purpose of providing a system of emergency preparedness.
- Homeland Security Grant Program, a Federal program (passed through the State), that supports homeland security initiatives.

- Nuclear Power Plant, funded through the California Public Utilities Commission (passed through the County of San Luis Obispo) to prepare for an emergency at the Diablo Canyon Power Plant.
- Nine oil and gas projects are billed in accordance with items specified within permit conditions of approval.

Overall, we noted deficiencies in OEM's billing processes that impact the accurate billing of financial transactions. As a result, OEM staff had a difficult time locating supporting documentation for some billings. Some of these processes were in place prior to the period under audit and have continued into the current period.

It should be noted in the responses from the CEO that some steps are already being taken to address the identified deficiencies. We thank OEM and CEO staff for their assistance during the audit.

**Attachments:**

County Office of Emergency Management Billing Audit Report

**Authored by:**

Heather Fletcher, Audit Manager

**cc:** Mona Miyasato, County Executive Officer  
Renée Bahl, Assistant County Executive Officer  
Robert Troy, Interim Office of Emergency Management Director