



**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 23, 2016
Placement: Administrative
Estimated Time: N/A
Continued Item: No
If Yes, date from:
Vote Required: Majority

TO: Board of Supervisors

FROM: Department Theodore A. Fallati, CPA, CPFO, Auditor-Controller, 568-2100
Director(s)
Contact Info: Heather Fletcher, CPA, Audit Manager, 568-2456

SUBJECT: County Wireless Devices Audit Report

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 report on the County's wireless devices (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 identify opportunities for cost savings and to identify areas for improvement within departmental policies and procedures related to wireless communication devices. Based on our audit, we noted potential for an estimated \$200,000 of annual cost savings.

Background:

During calendar year 2015, the County paid \$802,872 for wireless communication devices to five vendors, with the majority of the payments made to Verizon Wireless (Verizon) and AT&T Mobility (AT&T). Both Verizon and AT&T offer the County discounted voice, text messaging, and data plans through master collective bargaining agreements negotiated through the Western States Contracting Alliance (WSCA). WSCA rates are generally more affordable than those offered to the public and are available for voice, text messaging, and data services.

Based on our audit, we recommend the following:

1. All departments with wireless devices should maintain policies and procedures.
2. Departments should continuously evaluate and review devices' cost and usage to ensure the most economical plan is used.
3. Departmental wireless device listings should be periodically reconciled to phone bills to identify and correct any discrepancies.
4. Departments that reimburse staff for personal communications plans should implement comprehensive policies and procedures over reimbursement. Departments should also consider whether issuing reimbursements would be more cost effective than issuing wireless devices to staff with business needs.
5. General Services should evaluate other areas where cost savings could exist.

Overall, we noted many departments had policies and procedures in place and were using available WSCA plans. We thank departmental staff for their assistance and cooperation during the audit.

Attachments:

Audit Report on County Wireless Devices

Authored by:

Heather Fletcher, Audit Manager

cc: Mona Miyasato, County Executive Officer
 Santa Barbara County Department Heads