



A Tradition of Stewardship
A Commitment to Service

Agenda Date: 4/10/2018

Agenda Placement: 6W

NAPA COUNTY BOARD OF SUPERVISORS Board Agenda Letter

TO: Board of Supervisors

FROM: Tracy Schulze - Auditor-Controller
Auditor - Controller

REPORT BY: Karen Querin, Audit Manager - 707-253-4588

SUBJECT: Updated Revenue Agreement for Auditor-Controller Services provided to Napa County Children and Families First Commission

RECOMMENDATION

Auditor-Controller requests approval of and authorization for the Chair to sign a revenue agreement with the Napa County Children and Families First Commission commencing January 1, 2018, until terminated by either party in writing, for services provided by the Napa County Auditor-Controller.

EXECUTIVE SUMMARY

Auditor-Controller requests approval and authorization for the chair to sign an updated agreement for Napa County Auditor-Controller to provide accounting and financial services to the Napa County Children and Families First Commission under the provision of the Commission reimbursing the Auditor-Controller based on actual costs as set forth in the Professional Services Agreement.

FISCAL IMPACT

Is there a Fiscal Impact?	Yes
Is it currently budgeted?	Yes
Where is it budgeted?	This is revenue coming in to the County through services provided by the Auditor-Controller's Office.
Is it Mandatory or Discretionary?	Discretionary
Discretionary Justification:	The County is reimbursed for the full cost of providing the service.

Is the general fund affected? Yes

Future fiscal impact: The agreement will automatically renew at the end of each fiscal year.

Consequences if not approved: Revenues will be lost for services provided by the Auditor-Controller.

Additional Information:

ENVIRONMENTAL IMPACT

ENVIRONMENTAL DETERMINATION: The proposed action is not a project as defined by 14 California Code of Regulations 15378 (State CEQA Guidelines) and therefore CEQA is not applicable.

BACKGROUND AND DISCUSSION

In December 2003, the Napa County Auditor-Controller entered into agreements with many of the Special Districts and Joint Power Agencies, including Napa County Children and Families First Commission (Commission), with the provision that services rendered to these local governmental agencies would be reimbursed based on actual costs. The Commission holds their funds in the County Treasury and the Auditor-Controller provides them accounting, payroll, financial reporting and budgeting/internal control services. With the limited staffing and resources at the Commission, the services have evolved over the years. After reviewing the original agreement, the Commission's Executive Director requested an updated scope of work to reflect the actual services being provided, along with minor non-substantive changes (names/dates), to be effective January 1, 2018. The revised agreement with the updated scope of work was approved by the Commission in February 2018 and is now being requested for the Board of Supervisors approval. A redline version of Exhibit A - Scope of Work is attached.

SUPPORTING DOCUMENTS

A . Exhibit A - Scope of Work

CEO Recommendation: Approve

Reviewed By: Bret Prebula