
SHERIFF-CORONER



C O U N T Y O F S A N T A C R U Z

MARK TRACY
SHERIFF-CORONER

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5/15/98

Agenda: June 9, 1998

**Board of Supervisors
County of Santa Cruz
701 Ocean Street
Santa Cruz, California 95060**

**Acquisition Of Modular Furniture For Sheriff's
Records Unit.**

Dear Members of the Board:

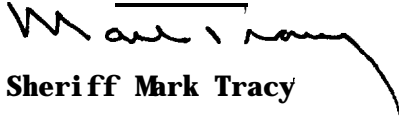
The Sheriff's Office Records Unit is the central repository of all crime reports and criminal information collected throughout the County by the Sheriff's Office. This Unit provides critical information to other law enforcement agencies nationwide, in accordance with guidelines developed and monitored by the State Department of Justice. Sheriff's Records is staffed continuously 24 hours a day, seven days a week throughout the year with a staff of 15 Records Clerk positions and a Records Supervisor. Sheriff's Records is open to the public during regular business hours to provide arrest warrant clearance letters, copies of crime reports and other information.

Sheriff's Records is also the main support system for the County's Automated Warrants System and the Tiburon Records Management System as well as other automated law enforcement tracking systems.

Increasing responsibilities and demands on Records staff require that modern modular furniture be obtained to maximize the use of limited space, reduce the noise level, and, in general, provide a more efficient and higher quality working environment for Records staff. The Sheriff's Records Unit currently utilizes worn-out desks and other furniture which is over 20 years old. The unit functions in an extremely busy area with both public and departmental activities occurring simultaneously. Modular furniture will address a variety of employee needs and maintain the high level of service this unit provides.

The Sheriff's office currently has \$25,500 in its Automated Warrants Trust which can be utilized to fully fund the purchase and installation of modular office furniture for the Unit with no net County cost. Therefore it is recommended that the Board adopt the attached Resolution accepting and appropriating \$25,500 in unanticipated revenue for the purchase and installation of this modular furniture.

Very truly yours,



Sheriff Mark Tracy

M/PC

RECOMMENDED:



SUSAN A. MAURIELLO
County Administrative Officer

BEFORE THE BOARD OF SUPERVISORS
OF THE COUNTY OF SANTA CRUZ, STATE OF CALIFORNIA

RESOLUTION No. _____

On the motion of Supervisor _____
duly seconded by Supervisor _____
the following resolution is adopted:

RESOLUTION ACCEPTING UNANTICIPATED REVENUE

WHEREAS, the County of Santa Cruz is a recipient of funds from Sheriff's Automated Warrants Trust for Sheriff's Records Unit program; and

WHEREAS, the County is recipient of funds in the amount of \$ 25,500 which are either in excess of **those anticipated** or are not specifically set forth in the current fiscal year budget of the County; and

WHEREAS, pursuant to Government Code Section **29130(c)/29064(b)**, such funds may be made available for specific appropriation by a **four-fifths** vote of the Board of Supervisors;

NOW, THEREFORE, BE IT RESOLVED AND ORDERED **that the Santa Cruz County Auditor-Controller accept funds in the amount of \$ 25,500** into

Department Sheriff Coroner

<u>T/C</u>	<u>Index Number</u>	<u>Revenue subject Number</u>	<u>Account Name</u>	<u>Amount</u>
001	661100	2012	Automation	\$25,500

and-that such funds be and are hereby appropriated as follows:

<u>T/C</u>	<u>Index Number</u>	<u>Expend! ture Subobject Number</u>	<u>PRJ/UCD</u>	<u>Account Name</u>	<u>Amount</u>
021	661100	3451		Miscellaneous Equipment	\$25,500

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DEPARTMENT HEAD I hereby certify that the fiscal provisions have been researched and that the Revenue(s) (has been). (will be) received within the current fiscal year.

By [Signature] Date 5-18-98
Department H e a d

COUNTY ADMINISTRATIVE OFFICER

JS

Recommended to Board

Not Recommended to Board

PASSED AND ADOPTED by the Board of Supervisors of the County of Santa Cruz,
State of California, this _____ day of _____ 19____
by the following vote (requires four-fifths vote for approval):

- AYES: SUPERVISORS
- NOES: SUPERVISORS
- ABSENT: SUPERVISORS

Chairperson of the Board

ATTEST:

Clerk of the Board

APPROVED AS TO FORM:

[Signature]

County Counsel

APPROVED AS TO ACCOUNTING DETAIL:

[Signature] 5/19/98

Auditor-Controller

- Distribution:
- Auditor-Controller
 - County Council
 - County Administrative Officer
 - Originating Department