

COUNTY OF SANTA CRUZ

465

PLANNING DEPARTMENT

701 OCEAN STREET, 4TH FLOOR, SANTA CRUZ, CA 95060
(831) 454-2580 FAX: (831) 454-2131 TDD: (831) 454-2123

ALVIN D. JAMES, DIRECTOR

February 17, 1999

AGENDA: February 23, 1999

SUBJECT: South County Permit Center Grant

Members of the Board:

On April 21, 1998, your Board authorized the Planning Department to submit a grant application to the Monterey Bay Unified Air Pollution Control District (MBUAPCD) for AI32766 funds to establish a South County Permit Center. We are pleased to announce that the MBUAPCD Board has authorized a grant in the amount of \$84,419 toward that goal. Although insufficient to fund the project in its entirety, this grant provides adequate funding for project startup; rent and operating costs for one year; staffing for three months and; acquisition of some of the required equipment.

We are actively working to secure other funding for this project by: 1) reprogramming \$20,000 in existing Congestion Mitigation and Air Quality (CMAQ) funds through the Santa Cruz County Regional Transportation Commission; 2) after completion of the electronic building plan review network, securing authorization from Caltrans to utilize approximately \$15,000 in remaining CMAQ funds for similar work for the South County Permit Center, and; 3) proposing to the MBUAPCD that funds remaining after completion of the 1997-98 AB2766 grant (which funded development of building permit applications through the Internet and the use of credit cards for payment) be merged with this current grant since their objectives are very closely matched.

Additionally, because of the increasing cooperation between Planning and the Sheriff's Office, we are exploring the concept of developing a joint facility. We believe there could be many potential benefits of a shared office facility both in terms of operational issues and reduced costs. Because of the many complexities involved in this effort, we have proposed in the grant agreement that the South County Permit Center project not begin in earnest until the beginning of next Fiscal Year to allow our departments to fully develop the concept as part of the Fiscal 1999-2000 budget process.

In a similar vein, our offices are discussing potential advantages of combining the Felton Permit Center and Sheriff's Felton Service Center into the same location. This issue will be explored during the next several weeks in cooperation with the County Administrative Office and we would plan to bring appropriate recommendations to your Board prior to development of the Fiscal 1999-2000 budget.

It is, therefore, **RECOMMENDED** that your Board:

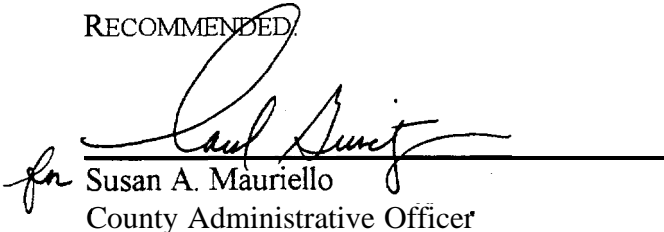
1. Adopt the attached Resolution Accepting and Appropriating Unanticipated Revenue in the amount of \$84,419 from the Monterey Bay Unified Air Pollution Control District toward establishing a South County Permit Center and;
2. Authorize the Planning Director to execute the grant agreement on behalf of the County.

Sincerely,



Alvin D. James
Planning Director

RECOMMENDED


for Susan A. Mauriello
County Administrative Officer

Attachments: 1) Grant Acceptance Agreement
3) Resolution Accepting and Appropriating Unanticipated Revenue
3) Schedule of Fixed Assets

CC: Sheriff Mark Tracy
Ken Wedderburn

*Grant Acceptance Agreement
Project No 99-45*

February 17, 1999

Grantee Initials Here:

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FY 1998-99 AB 2766 Motor Vehicle Emissions Reduction Program

Grant Acceptance Agreement

**Between The
Monterey Bay Unified Air Pollution Control District
(The District)
and
The County of Santa Cruz
(The Grantee)**

The Monterey Bay Unified Air Pollution Control District (hereafter referred to as "The District") hereby grants an amount not to exceed \$84,419 to the County of Santa Cruz (Hereinafter referred to as "Grantee" or "Sponsor Agency Grantee") for the purpose of implementing the following project:

Number: 99-45

Title of Sponsored Project: South County Full Service Branch Permit Center

I. General Agreements

This Grant Acceptance Agreement includes Attachments 1, 1 A, 2, 3 and 4.

A. Sponsor Agency Grantee:

The Grantee hereby agrees to:

1. Assume responsibility to implement and complete the sponsored project as outlined and in accordance with the schedule in Attachment 1 & 1A. Any changes to the project scope or schedule from that described herein must be requested in writing to the Control Officer (APCO) and accepted by the District Board prior to Grantee incurring reimbursable expenses caused by such changes;
2. Comply with all applicable District, federal, state and local laws and regulations;
3. Obtain all permits, approvals or clearances required to implement the sponsored project including District permits as needed;

*Grant Acceptance Agreement
Project No 99-45*

February 17, 1999

Grantee Initials Here:

4. Request the District for reimbursement of project costs with AB2766 grant funds, in the manner described in this agreement, for all expenses eligible for reimbursement under this agreement;
5. Prepare and submit all reports as described in this agreement;
6. Keep records and submit supporting documentation in a manner and form satisfactory to District staff;
7. As Sponsor Agency, perform all requests for reimbursement and accept all grant funds from the District for the purposes of this agreement in accordance with the terms of this agreement.

B. District:

The District hereby agrees to:

1. Promptly respond to questions regarding this agreement;
2. District will reimburse approved requests for reimbursement of project expenditures, submitted in accordance with this agreement, within 30 calendar days of District approval.

II. Reimbursement Requests

1. Grantee will request reimbursement of expenditures under this agreement no more frequently than once every three months unless otherwise agreed in Attachment 2.
2. Grantee will certify that all expenditures for which reimbursement by AB2766 grant funds is requested occurred for the purposes stated in the request.
3. Grantee will submit supporting documentation for all reimbursements in a manner and form satisfactory to District staff.

*Grant Acceptance Agreement
Project No 99-45*

February 17, 1999

Grantee Initials Here:

III. Annual Report

1. Sponsor Agency Grantee will deliver Annual Report(s) on this project, covering the fiscal year from July 1st to June 30th;
2. Annual reports are due two months after the end of the fiscal year (August 3 1st) until project completion.
3. Grantee will submit annual reports in the format shown in Attachment 4.

IV. Project Completion

1 .Time is of the essence for this agreement. Sponsor Agency Grantee must sign an acceptance agreement by February 28, 1999. The project end date will be exactly two years from the signature by both parties of the grant agreement, unless an extension to an executed agreement is agreed to by the District Board. Extensions of project end dates require that Grantee demonstrate reasonable progress, satisfactory to the District, by June 30, 2000. The following schedule is hereby agreed for this project:

- Project Start Date: The date of APCO signature of this Agreement _____
- Project End date: Two years after start date: _____
- Project Completion Date: The earlier of end date or final reimbursement request date.

2. Prior to reimbursement by the District of the last ten (10) percent of AB2766 grant, the following conditions will be met by Grantee:

- Grantee will conduct a final project review with a District representative.
- Grantee will submit a final report, covering the period from start date to project completion, satisfactory to the District.
- The final report will be submitted within 60 days of project completion or end date, whichever comes first.
- The emissions reducing activity which qualified this project for an AB2766 grant award will be present and measured in the final report.

V. Correspondence

Correspondence or notices required by this agreement shall be sent via first class mail addressed as follows:

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Grant Acceptance Agreement
Project No 99-45

February 17, 1999

Grantee Initials Here:

District:

Doug Quetin
Air Pollution Control Officer
(attention: Dave Fairchild)
MBUAPCD
24580 Silver Cloud Court
Monterey, CA 93940
Tel (83 1) 647-9411;
Fax (83 1) 647-8501
dfair@MBUAPCD.ORG

Sponsor Agency Grantee:

Alvin D. James
Planning Director
(Attention: Michael Dever)
Santa Cruz County Planning Department
701 Ocean Street
Santa Cruz, CA 95060
Tel: (83 1) 454-3 143
Fax: (83 1) 454-213 1
E-mail: *pln012@co.santa-cruz.ca.us*

VI. Assignment and Delegation

1. This agreement, or any benefits flowing from this agreement, may not be assigned by the Grantee;
2. Grantee may not delegate any duties or obligations under this agreement;
3. In Attachment 1, Section G, Grantee will identify the specific **funding** source (other than AE32766 grant funds) to be used to cover administrative costs for the AB2766 grant funding of this project.

VII. Severability

1. If any clause or term of this agreement is held by a court of competent jurisdiction to be invalid, void or unenforceable, the remainder of the agreement shall remain in full force and effect.

VIII. Entire Agreement

1. This agreement and Attachments 1, 1 A, 2, 3 and 4 contain the entire agreement and all rights and obligations of the parties;
2. Amendments to this agreement may be proposed in writing by either party and signed and dated by the other party to be effective. Oral representations by either party or their representatives have no force or effect.

Grant Acceptance Agreement
Project No 9945

February 17, 1999

Grantee Initials Here:

IX. Termination

A. For Cause

1. Breach of any term of this agreement by Sponsor Agency Grantee shall be a breach of the entire agreement. This agreement can be terminated without prior notice by the APCO should Grantee act to effect or fail to prevent any of the following events without prior approval by the APCO:

- Breach, or failure to abide by any term or condition of the agreement by Grantee;
- Assignment of any benefits of this agreement to a third party except as provided in Attachment 2;
- Delegation of any duties due under this agreement to a third party except as provided in Attachment 2;
- Bankruptcy or dissolution of the Grantee;
- Failure by Grantee to perform duties and responsibilities due in a timely, professional or competent manner;
- Failure by Grantee to make reasonable progress toward implementing this agreement.

2. The APCO will transmit a notice of termination and end date to Grantee within three working days after termination for cause.

B. Without Cause

1. This agreement may be terminated without cause by the District Board with a 30 day prior written notice of termination and end date to Grantee.

C. Stop Work

Upon receipt of an APCO notice to stop work or a 30 day notice of termination, Grantee will immediately stop work on all activities for which grant funding was reimbursable under this agreement. The written notice may enable incurring reimbursable expenditures through a new end date, for purposes including:

- Continued activity needed to safeguard air quality emissions reductions reliant on grant funding as determined by the APCO;
- Continued other work necessary to terminate grant funded activities in an orderly fashion, as determined by the APCO.

*Grant Acceptance Agreement
Project No 99-4.5*

February 17, 1999

Grantee Initials Here:

XI. Acceptance

The undersigned authorized representatives of the parties do hereby agree that to abide by all terms and conditions of this agreement.

Alvin D. James, Planning Director
Representative of Sponsor Agency Grantee

Date

Doug Quetin
Air Pollution Control Officer

Date

Approved as to form,

David Schott, Attorney at Law
MBUAPCD

Date

grant agreement.wpd

Grant Acceptance Agreement
Project No 99-45

February 17, 1999

Grantee Initials Here:

G. Total Project Budget:

Table G.	<u>AB2766</u>	<u>Other</u>	<u>Project</u>
	<u>Grant</u>	<u>Secured Funds</u>	<u>Total</u>
Equipment	\$ 16.819	\$ 35.000	\$ 51.819
Other capital	\$	\$	\$
Personnel	\$28.000	\$ 2 8	0 0 0
Other operating	\$39.600	\$ 3 9	6 0 0
Grant Administration	\$ \$ XXXXX	\$	
Total	\$ 84.419	\$ 35.000	\$ 119.419

Status Notes:

Total: AB2766 grant total is the approved grant for this project; project total is for the total project.

Secured funds: Available or Guaranteed by Grantee by date Grant Acceptance Agreement signed by APCO.

H. Status of Other Funding Sources:

Date of this status report: February 17, 1999

<u>Other Funding Source</u>	<u>Amount</u>	<u>Notes on Status</u>
1. <u>1997-98 CMAO allocation</u>	<u>\$ 15.000</u>	<u>Pending: Caltrans approval</u>
2. <u>1998-99 CMAO allocation</u>	<u>\$20.000</u>	<u>App'vd by SCCRTC:</u> <u>pending AMBAG approval</u>
3. _____	<u>\$</u>	_____
4. _____	<u>\$</u>	_____
_____	<u>\$</u>	_____
6. _____	<u>\$</u>	_____
Total	<u>\$35.000</u>	

I. Monitoring Program:

Prior to disbursement of any grant funds, Grantee will obtain District staff approval of methods and procedures for monitoring and measurement of project-related emission reductions.

1. Type of Data Collection: All applicants requested to log in the number of miles traveled on their current trip to visit the Branch Permit Center, and staff, vehicle records.

Grant Acceptance Agreement
Project No 99-45

February 17, 1999

Grantee Initials Here:

2. Measurements to be collected:

Unit of measure 1	Log of visitors driving a vehicle to Branch Permit Center.
Unit of measure 2	Visitor driver estimates of miles traveled to the Branch Permit Center -- drivers only, not passengers.
Unit of measure 3	Daily staff vehicle miles traveled on site visits, etc.
Unit of measure 4	Daily staff miles traveled from home to work at Branch Permit Center, estimated by staff.

3. Frequency and source of collection for each measure: Daily records collected for measures 1-3. Quarterly estimate of daily average for measure 4.

J. Grantee Contacts:

Program or Project Manager

Name: Michael J. Dever
Telephone: 83 1-454-3 143
Fax: 831-454-213 1
E-Mail: pln012@co.santa-cruz.ca.us

Request for Reimbursement

Name: Nancy J. McCollum
Telephone: 83 1-454-3 116
Fax: 83 1-454-213 1
E-Mail: pln060@co.santa-cruz.ca.us

K. Emissions and Cost Effectiveness Calculations:

Prepared by District Staff

Useful Life of Project :	20 Years
Approved AB2766 Grant:	\$84,419
Total Tons over Useful Life:	7.01 Tons, Sum of NOx, ROG and PM,,
Cost Effectiveness =	\$12,043 Grant cost per Total Tons over useful life.

This concludes Attachment 1

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Grant Acceptance Agreement
Project No 99-45

February 17, 1999

Grantee Initials Here:

ATTACHMENT 1A - PROJECT NARRATIVE
FY 1998-99 AB 2766 Motor Vehicle Emissions Reduction Program

To be prepared by Grantee -- See instructions in Attachment 4

Number: 99-45

Title of Sponsored Project: South County Full Service Branch Permit Center

This project establishes a full-service branch Permit Center in the Southern portion of Santa Cruz County to reduce vehicle miles traveled to the County Government Center in downtown Santa Cruz.

Two years ago the Planning Department received a grant to open such a center in the Northern portion of the County. The center has been open since 3/18/97.

A Permit Center in the Southern Portion of the County would provide vehicle emission reductions by allowing citizens of this area to apply for building and discretionary permits, to submit additional information required during the review process, and to pay for and pick up permits without driving to the County Government Center at 701 Ocean Street. Building Inspectors would also work out of these Centers. Image Processing technology and extension of the County's existing electronic permit processing system would be used, making it possible to transmit documents and plans directly to the Government Center and Fire Agencies for review.

This proposal would allow citizens in the Southern portions of the County to conduct permit business at County offices close to their community, dramatically reducing the mileage and time spent traveling to downtown Santa Cruz along Highway 1 from the Mid and South County areas.

In addition, County staff would save commute miles to and from their homes to downtown Santa Cruz and in miles driven to conduct construction inspection in the Mid and South County areas. Fire agency personnel would save trips and miles because their plan review work could be conducted electronically, negating the need for travel to the Government Center;

The grant funds would be used for start-up costs of equipment and rent, 7/1/99 through 6/30/00, and staff costs for 9 months beginning in October 1998.

Matching funds for capital expenditure would come from a CMAQ grant.

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*Grant Acceptance Agreement
Project No 99-45*

February 17, 1999

Grantee Initials Here:

**ATTACHMENT 2: SPECIAL GRANT CONDITIONS
FY 1998-99 AB 2766 Motor Vehicle Emissions Reduction Program**

To be prepared by District -- See instructions in Attachment 4

Number: 99-45

Title of Sponsored Project: South County Full Service Branch Permit Center

These special conditions will take precedence over any conflicting general terms and conditions elsewhere in this Agreement.

1. Grantee will tabulate Branch daily monitoring data for measures 1-4 described in Attachment 1 Section I, using the following procedures:
 - a. Calculate average daily vehicle miles traveled (VMT) by visitors and staff to and from the Branch Center during the past quarter. Count vehicle miles for HOVs once,' not for each passenger.
 - b. Calculate the average daily miles for these same vehicle trips as if from the County Government Center.
 - c. Calculate the difference due to the Branch Center.
3. Grantee will perform these calculations quarterly, with annual reporting to District staff.

This concludes Attachment 2

Grant Acceptance Agreement
Project No 99-45

February 17, 1999

Grantee Initials Here:

**ATTACHMENT 3 - CONFLICT OF INTEREST CERTIFICATION
FY 1998-99 AB 2766 Motor Vehicle Emissions Reduction Program**

Number: 99-45

Title of Sponsored Project: South County Full Service Branch Permit Center

I certify that no principal, director, or executive ("principal") for the Sponsor Agency Grantee is a member of the Board of Directors, Advisory Committee, Hearing Board or any other District committee or **staff** member of the District **staff**, with exceptions noted below, if any. I further certify that no principal of the Grantee has any economic relationship with a member of the Board of Directors, Advisory Committee, or Hearing Board or any staff member of the District, with exceptions noted below, if any. Non-disclosure of such relationships may result in termination of the agreement.

Exceptions (if any): County Supervisors Walter Symons and Anthony Campos are members of the MBUAPCD Board of Directors

(Signature)

Date _____

Alvin D. James

Name

Planning Director

Title

County of Santa Cruz

Sponsor Agency Grantee

This concludes Attachment 3

**ATTACHMENT 4 - INSTRUCTIONS FOR COMPLETING ATTACHMENTS,
REIMBURSEMENT REQUESTS, AND REPORTS
FY 1998-99 AB 2766 Motor Vehicle Emissions Reduction Program**

Project: Number (99- *) and title as shown on the draft Grant Acceptance Agreement (GAA).

Grantee Agency: Shown on draft GAA. Must be a public agency

Instructions for: Attachment 1 - PROJECT DESCRIPTION

A. Grantee Name: Same as Grantee, or Sponsoring Agency shown on draft GAA.

B. Date Grant Acceptance Agreement signed by APCO. Entered by District

C. Budget: Total budget may be increased with secured funds, but not amount of AB2766 grant funding.

D. Project Title: As on draft GAA

E. Project Schedule: Project Start date is when Grant Acceptance Agreement is signed by APCO. Project End Date is two years later. These dates are entered by District upon execution of the Agreement. The Project End Date must be Feb. 28, 2001 or before, unless an extension is approved by the District Board.

F. Activity Budget

Activities are identified by the Grantee. Up to four specific activities for the project are described here.

Activity Periods. Up to four activity periods are identified by the Grantee. The first period will include the project start date and the last period will include the project end date. Periods may be calendar years, semesters or quarters. For annual reports and final reports, must end on June 30th. The last period in any report must end June 30th.

Activity by Period. Project costs to be reimbursed by AB2766 grant funds only are shown here. Budget line items total to the approved AB2766 grant amount in Section C. Grant administrative costs are not reimbursable.

G. Total Project Budget: This table shows the total project budget for the entire project covered by this agreement. Identify a line item for all project costs whether to be reimbursed by approved AB2766 grant or from other funding sources. The total for the AB2766 grant column should equal the approved grant amount shown in Section C. This plus the Other Secured Funding column should sum to the Project Total as also shown in Section C. The costs of administering the AB2766 Grant may not be reimbursed from the AB2766 Grant.

**ATTACHMENT 4 - INSTRUCTIONS FOR COMPLETING ATTACHMENTS,
REIMBURSEMENT REQUESTS, AND REPORTS
N 1998-99 AB 2766 Motor Vehicle Emissions Reduction Program**

H. Status of Other Funding Sources: Indicate the source and amount of funds shown under “Other Secured “ in Section G. Prior to APCO signature of this Grant Acceptance Agreement, all other funding sources shown in this table must be secure. Secured funding is defined as funding for which the source is specified and whose availability is either certain or assured by formal approval action; and for which the source has obligated, committed, or allocated the funding to this project, with all conditions to that allocation having been met.

I. Monitoring Program: Complete each item indicating what type of monitoring was conducted as the basis for estimating emission reductions over the report period.

J. Contact Person: Indicate the contact person for grant management *and* for requests for reimbursement, if different.

K. Emissions and Cost Effectiveness Calculations: Prior to initial disbursement of grant funds, Grantees will obtain District staff approval of methods and procedures to be used for monitoring and measurement before, during and **after** project completion. Any special conditions applicable will be included in Attachment 2.

Instructions for: Attachment 1A - PROJECT NARRATIVE

The project narrative describes the project concept and scope and phased implementation activities as needed. Project maps, graphics, tables, photographs may be used to supplement the narrative description. If unchanged, the original application version may be used in the Acceptance Agreement.

Instructions for: Attachment 2 - SPECIAL GRANT CONDITIONS

Special terms and conditions applicable to this specific project are shown here. Attachment 2 terms and conditions take precedence if conflicting with the rest of the agreement.

Instructions for: Attachment 3 - CONFLICT OF INTEREST CERTIFICATION

In this attachment, the Sponsor Agency Grantee discloses whether any principal, director, or executive (“principal”) of the Grantee has any of the identified relationships to the District or its committees or staff. If such a relationship exists, or is expected to exist during the term of the project, the identity of the principal and the relationship are shown here. Disclosure does not imply rescission of the District grant award, only a deliberate non- disclosure will terminate the agreement. Any authorized representative of the Grantee may sign this certification.

**ATTACHMENT 4 - INSTRUCTIONS FOR COMPLETING ATTACHMENTS,
REIMBURSEMENT REQUESTS, AND REPORTS
N 1998-99 AB 2766 Motor Vehicle Emissions Reduction Program**

Instructions for: REQUESTS FOR REIMBURSEMENT.

A request for reimbursement must be approved by District staff prior to disbursement of grant funds. Requests for reimbursement will be sent to the District, attention: Accounting Division, and will contain the following:

1. Amount of AB2766 grant funds:

- Currently requested by budget item.
- Received to date under this agreement, by budget item.
- Remaining to be reimbursed under this agreement, by budget item.

2. Supporting documentation, for reimbursable expenditures, satisfactory to District staff. Such documentation may include - but is not limited to: vendor invoices, receipts, purchase orders, spreadsheets or other computer reports from project cost tracking software, listings of employees included in payroll expenditures, or any other documents which will explain and support the actual expenditures claimed for reimbursement.

3, Certification, by Grantee's authorized representative, that all expenditures for which reimbursement by AB2766 grant funds occurred for the purposes stated in the reimbursement request.

4. Narrative report. Describe project scope and implementation activities, as in Attachment 1A. Project maps, graphics, tables, photographs or line art may be used to supplement a narrative description of the project. Report progress since the last report or reimbursement request. Include any problems anticipated in meeting the project completion schedule, achieving target emission reductions or otherwise implementing the grant funded project. If the timing of a reimbursement request coincides with an annual or final report, include those reports with the reimbursement request.

5. Name of preparer and signature of authorized representative of Sponsor Agency Grantee.

ANNUAL AND FINAL REPORTS

The Annual Reports are for fiscal years ending June 30th, and the Final Reports for the entire duration of the project. Annual and Final Report formats will be prepared as follows:

1. Cover/Title Page

2. Executive Summary - A general summary of activity over the reporting period - up to two pages.

**ATTACHMENT 4 - INSTRUCTIONS FOR COMPLETING ATTACHMENTS,
REIMBURSEMENT REQUESTS, AND REPORTS
N 1998-99 AB 2766 Motor Vehicle Emissions Reduction Program**

3. Table of Contents - Show page numbers of text sections, as well as tables and figures (if any).
4. Chapter I: Introduction - Briefly describe the history, purpose and need for project, the nature of the project and what general air quality improvements are expected to result.
5. Chapter II: Project Description - Use Attachment 1 of the Grant Acceptance Agreement for this Chapter, supplemented if necessary to describe the scope, cost, funding and duration of the entire project. Section I of this Attachment will be used to report the type and amount of monitoring data collected for the reporting period. Section K, Emissions Reductions will be calculated by District as described below.

No later than 30 days before the annual or final report is due, Grantee will transmit Section I monitoring data, satisfactory to District staff, for District calculation of emissions reductions. District staff will calculate the amount of emissions reduced by the project and transmit these calculations to Grantee for use in Attachment 1, Section K.

7. Chapter III: Project Results - This narrative chapter will describe the project in detail. Describe the who, when and how of project execution during the past fiscal year (project term for final report). Describe achievements and successes as well as any delays or other problems. Discuss Grantee project management, and relationships with other sponsors or participants if any. Discuss phasing, scheduling and special conditions, if any. Include any changes to the project from the Grant Agreement or last report during the reporting period. Photographs or line art may be substituted for text to document project results. Use the emission reduction calculations prepared by District staff for Section K above to report air quality benefits achieved or emission reductions produced during the reporting period.

This concludes Attachment 4

Grant Acceptance Agreement
Project No 99-4.5

February 17, 1999

Grantee Initials Here:

February 17, 1999

Alvin D. James, Planning Director
County of Santa Cruz
Attention: Mike Dever
701 Ocean Street Room 420
Santa Cruz, CA 95060

Re: 99-45 South County Full Service Branch Permit Center

Dear Mr. James:

On October 21, 1998, your agency was awarded an AB2766 grant of \$84,419 for the subject project. Enclosed are two copies of the Grant Acceptance Agreement for this award. To accept this FY 98-99 grant, an authorized representative of the Sponsor Agency must initial each page on the pages indicated; sign the Agreement and the Conflict of Interest statement and mail back a signed original of all pages to the above address no later than February 28, 1999. Please note that all other funds necessary to implement the project must be *secured* and that no reimbursable expenditures may occur, prior to the date of signature by *both parties* to this agreement.

I am enclosing a WP6.1 file of this agreement on 3.5" HD diskette. You may use this file to prepare your Attachments 1 and 1A or to make any proposed revisions to the agreement. Please call Mr. Fairchild of Air District staff if you have any questions or wish additional information, or if you wish to discuss modifications to the agreement.

On behalf of the Air District I thank you for sponsoring, developing and implementing this important project in cooperation with District staff.

Sincerely,

Doug Quetin
Air Pollution Control Officer

Enclosed: 3.5" HD diskette with file grant agreement.wpd

*Grant Acceptance Agreement
Project No 99-45*

February 17, 1999

Grantee Initials Here:

CONTENTS

FY 1998-99 AB 2766 Motor Vehicle Emissions Reduction Program Grant Acceptance Agreement

The following items are included in this AB 2766 Grant Acceptance Agreement for FY 98-99. Please complete Attachments 1 and 1A of this Grant Acceptance Agreement using the instructions in Attachment 4.

1. **Grant Acceptance Agreement** - Six pages. Initial each page and sign
2. **Attachment 1: Project Description** - Three pages. Initial each page
3. **Attachment 1A: Project Narrative:** - One or more pages. Initial each page
4. **Attachment 2: Special Grant Conditions** -- One or more pages. Initial each page
5. **Attachment 3: Conflict of Interest Certification:** One page. Initial and sign
6. **Attachment 4: Instructions for Completing Attachments, Reimbursement Requests and Reports**

Grant Acceptance Agreement
Project No 99-45

February 17, 1999

Grantee Initials Here:

FY 1998-99 AB 2766 Motor Vehicle Emissions Reduction Program

Grant Acceptance Agreement

Between The
Monterey Bay Unified Air Pollution Control District
(The District)
and
The County of Santa Cruz
(The Grantee)

The Monterey Bay Unified Air Pollution Control District (hereafter referred to as "The District") hereby grants an amount not to exceed \$84,419 to the County of Santa Cruz (Hereinafter referred to as "Grantee" or "Sponsor Agency Grantee") for the purpose of implementing the following project:

Number: 99-45

Title of Sponsored Project: South County Full Service Branch Permit Center

I. General Agreements

This Grant Acceptance Agreement includes Attachments 1, 1 A, 2, 3 and 4

A. Sponsor Agency Grantee:

The Grantee hereby agrees to:

1. Assume responsibility to implement and complete the sponsored project as outlined and in accordance with the schedule in Attachment 1 & 1A. Any changes to the project scope or schedule from that described herein must be requested in writing to the Control Officer (APCO) and accepted by the District Board prior to Grantee incurring reimbursable expenses caused by such changes;
2. Comply with all applicable District, federal, state and local laws and regulations;
3. Obtain all permits, approvals or clearances required to implement the sponsored project including District permits as needed;

*Grant Acceptance Agreement
Project No 994.5*

February 17, 1999

Grantee Initials Here:

4. Request the District for reimbursement of project costs with AB2766 grant funds, in the manner described in this agreement, for all expenses eligible for reimbursement under this agreement;
5. Prepare and submit all reports as described in this agreement;
6. Keep records and submit supporting documentation in a manner and form satisfactory to District staff;
7. As Sponsor Agency, perform all requests for reimbursement and accept all grant funds from the District for the purposes of this agreement in accordance with the terms of this agreement.

B. District:

The District hereby agrees to:

1. Promptly respond to questions regarding this agreement;
2. District will reimburse approved requests for reimbursement of project expenditures, submitted in accordance with this agreement, within 30 calendar days of District approval.

II. Reimbursement Requests

1. Grantee will request reimbursement of expenditures under this agreement no more frequently than once every three months unless otherwise agreed in Attachment 2.
2. Grantee will certify that all expenditures for which reimbursement by AB2766 grant funds is requested occurred for the purposes stated in the request.
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Grant Acceptance Agreement
Project No 99-45

February 17, 1999

Grantee Initials Here:

III. Annual Report

1. Sponsor Agency Grantee will deliver Annual Report(s) on this project, covering the fiscal year from July 1st to June 30th;
2. Annual reports are due two months after the end of the fiscal year (August 3 1st) until project completion.
3. Grantee will submit annual reports in the format shown in Attachment 4.

IV. Project Completion

1 .Time is of the essence for this agreement. Sponsor Agency Grantee must sign an acceptance agreement by February 28, 1999. The project end date will be exactly two years from the signature by both parties of the grant agreement, unless an extension to an executed agreement is agreed to by the District Board. Extensions of project end dates require that Grantee demonstrate reasonable progress, satisfactory to the District, by June 30, 2000. The following schedule is hereby agreed for this project:

- Project Start Date: The date of APCO signature of this Agreement _____
- Project End date: Two years after start date: _____
- Project Completion Date: The earlier of end date or final reimbursement request date.

2. Prior to reimbursement by the District of the last ten (10) percent of AB2766 grant, the following conditions will be met by Grantee:

- Grantee will conduct a final project review with a District representative.
- Grantee will submit a final report, covering the period from start date to project completion, satisfactory to the District.
The final report will be submitted within 60 days of project completion or end date, whichever comes first.
- The emissions reducing activity which qualified this project for an AB2766 grant award will be present and measured in the final report.

V. Correspondence

Correspondence or notices required by this agreement shall be sent via first class mail addressed as follows:

*Grant Acceptance Agreement
Project No 99-45*

February 17, 1999

Grantee Initials Here:

District:

Doug Quetin
Air Pollution Control Officer
(attention: Dave Fairchild)
MBUAPCD
24580 Silver Cloud Court
Monterey, CA 93940
Tel (83 1) 647-9411;
Fax (83 1) 647-8501
dfair@MBUAPCD.ORG

Sponsor Agency Grantee:

Alvin D. James
Planning Director
(Attention: Michael Dever)
Santa Cruz County Planning Department
701 Ocean Street
Santa Cruz, CA 95060
Tel: (83 1) 454-3 143
Fax: (83 1) 454-213 1
E-mail: *pln012@co.santa-cruz.ca.us*

VI. Assignment and Delegation

1. This agreement, or any benefits flowing from this agreement, may not be assigned by the Grantee;

2. Grantee may not delegate any duties or obligations under this agreement;

3. In Attachment 1, Section G, Grantee will identify the specific funding source (other than AB2766 grant funds) to be used to cover administrative costs for the AB2766 grant funding of this project.

VII. Severability

1. If any clause or term of this agreement is held by a court of competent jurisdiction to be invalid, void or unenforceable, the remainder of the agreement shall remain in full force and effect.

VIII. Entire Agreement

1. This agreement and Attachments 1, 1 A, 2, 3 and 4 contain the entire agreement and all rights and obligations of the parties;

2. Amendments to this agreement may be proposed in writing by either party and signed and dated by the other party to be effective. Oral representations by either party or their representatives have no force or effect.

Grant Acceptance Agreement
Project No 99-45

February 17, 1999

Grantee Initials Here:

IX. Termination

A. For Cause

1. Breach of any term of this agreement by Sponsor Agency Grantee shall be a breach of the entire agreement. This agreement can be terminated without prior notice by the APCO should Grantee act to effect or fail to prevent any of the following events without prior approval by the APCO:

- Breach, or failure to abide by any term or condition of the agreement by Grantee;
- Assignment of any benefits of this agreement to a third party except as provided in Attachment 2;
- Delegation of any duties due under this agreement to a third party except as provided in Attachment 2;
- Bankruptcy or dissolution of the Grantee;
- Failure by Grantee to perform duties and responsibilities due in a timely, professional or competent manner;
- Failure by Grantee to make reasonable progress toward implementing this agreement.

2. The APCO will transmit a notice of termination and end date to Grantee within three working days after termination for cause.

B. Without Cause

1. This agreement may be terminated without cause by the District Board with a 30 day prior written notice of termination and end date to Grantee.

C. Stop Work

Upon receipt of an APCO notice to stop work or a 30 day notice of termination, Grantee will immediately stop work on all activities for which grant funding was reimbursable under this agreement. The written notice may enable incurring reimbursable expenditures through a new end date, for purposes including:

- Continued activity needed to safeguard air quality emissions reductions reliant on grant funding as determined by the APCO;
- Continued other work necessary to terminate grant funded activities in an orderly fashion, as determined by the APCO.

*Grant Acceptance Agreement
Project No 9945*

February 17, 1999

Grantee Initials Here:

XI. Acceptance

The undersigned authorized representatives of the parties do hereby agree that to abide by all terms and conditions of this agreement.

Alvin D. James, Planning Director
Representative of Sponsor Agency Grantee

Date

Doug Quetin
Air Pollution Control Officer

Date

Approved as to form,

David Schott, Attorney at Law
MBUAPCD

Date

grant agreement.wpd

Grant Acceptance Agreement
Project No 99-45

February 17, 1999

Grantee Initials Here:

G. Total Project Budget:

Table G.	<u>AB2766</u> <u>Grant</u>	<u>Other</u> <u>Secured Funds</u>	<u>Project</u> <u>Total</u>
Equipment	\$ 16.819	\$ 35.000	\$ 51.819
Other capital	\$	\$	\$
Personnel	\$ 28.000	\$ 2 8	0 0 0
Other operating	\$39.600	\$ 3 9	6 0 0
Grant Administration	\$ \$ XXXXX	\$	
Total	\$84.419	\$ 35.000	\$ 119.419

Status Notes:

Total: AB2766 grant total is the approved grant for this project; project total is for the total project.

Secured funds: Available or Guaranteed by Grantee by date Grant Acceptance Agreement signed by APCO.

H. Status of Other Funding Sources:

Date of this status report: February 17, 1999

<u>Other Funding Source</u>	<u>Amount</u>	<u>Notes on Status</u>
1. <u>1997-98 CMAO allocation</u>	<u>\$ 5,000</u>	<u>Pending Caltrans approval</u>
2. <u>1998-99 CMAO allocation</u>	<u>\$20.000</u>	<u>App'vd by SCCRTC:</u> <u>pending AMBAG approval</u>
3. _____	\$ _____	_____
4. _____	\$ _____	_____
5. _____	\$ _____	_____
6. _____	_____	_____
Total	<u>\$35.000</u>	

I. Monitoring Program:

Prior to disbursement of any grant funds, Grantee will obtain District staff approval of methods and procedures for monitoring and measurement of project-related emission reductions.

1. Type of Data Collection: All applicants requested to log in the number of miles traveled on their current trip to visit the Branch Permit Center, and staff, vehicle records.

Grant Acceptance Agreement
Project No 99-45

February 17, 1999

Grantee Initials Here:

2. Measurements to be collected:

Unit of measure 1 Log of visitors driving a vehicle to Branch Permit Center.
Unit of measure 2 Visitor driver estimates of miles traveled to the Branch Permit Center --
drivers only, not passengers.
Unit of measure 3 Daily staff vehicle miles traveled on site visits, etc.
Unit of measure 4 Daily staff miles traveled from home to work at Branch Permit Center,
estimated by staff.

3. Frequency and source of collection for each measure: Daily records collected for
measures 1-3. Quarterly estimate of daily average for measure 4.

J. Grantee Contacts:

Program or Project Manager

Name: Michael J. Dever
Telephone: 83 1-454-3 143
Fax: 83 1-454-213 1
E-Mail: pln012@co.santa-cruz.ca.us

Reauest for Reimbursement

Name: Nancy J. McCollum
Telephone: 83 1-454-3 116
Fax: 831-454-2131
E-Mail: pln060@co.santa-cruz.ca.us

K. Emissions and Cost Effectiveness Calculations:

Prepared by District Staff

Useful Life of Project : 20 Years

Approved AB2766 Grant: \$84,419

Total Tons over Useful Life: 7.01 Tons, Sum of NOx, ROG and PM,.,

Cost Effectiveness = \$12,043 Grant cost per Total Tons over useful life.

This concludes Attachment 1

Grant Acceptance Agreement
Project No 99-45

February 17, 1999

Grantee Initials Here:

ATTACHMENT 1A - PROJECT NARRATIVE
FY 1998-99 AB 2766 Motor Vehicle Emissions Reduction Program

To be prepared by Grantee -- See instructions in Attachment 4

Number: 99-45

Title of Sponsored Project: South County Full Service Branch Permit Center

This project establishes a full-service branch Permit Center in the Southern portion of Santa Cruz County to reduce vehicle miles traveled to the County Government Center in downtown Santa Cruz.

Two years ago the Planning Department received a grant to open such a center in the Northern portion of the County. The center has been open since 3/18/97.

A Permit Center in the Southern Portion of the County would provide vehicle emission reductions by allowing citizens of this area to apply for building and discretionary permits, to submit additional information required during the review process, and to pay for and pick up permits without driving to the County Government Center at 701 Ocean Street. Building Inspectors would also work out of these Centers. Image Processing technology and extension of the County's existing electronic permit processing system would be used, making it possible to transmit documents and plans directly to the Government Center and Fire Agencies for review.

This proposal would allow citizens in the Southern portions of the County to conduct permit business at County offices close to their community, dramatically reducing the mileage and time spent traveling to downtown Santa Cruz along Highway 1 from the Mid and South County areas,

In addition, County staff would save commute miles to and from their homes to downtown Santa Cruz and in miles driven to conduct construction inspection in the Mid and South County areas. Fire agency personnel would save trips and miles because their plan review work could be conducted electronically, negating the need for travel to the Government Center.

The grant funds would be used for start-up costs of equipment and rent, 7/1/99 through 6/30/00, and staff costs for 9 months beginning in October 1998.

Matching funds for capital expenditure would come from a CMAQ grant.

Grant Acceptance Agreement
Project No 99-45

February 17, 1999

Grantee Initials Here:

ATTACHMENT 2: SPECIAL GRANT CONDITIONS
FY 1998-99 AB 2766 Motor Vehicle Emissions Reduction Program

To be prepared by District -- See instructions in Attachment 4

Number: 99-45

Title of Sponsored Project: South County Full Service Branch Permit Center

These special conditions will take precedence over any conflicting general terms and conditions elsewhere in this Agreement.

1. Grantee will tabulate Branch daily monitoring data for measures 1-4 described in Attachment 1 Section I, using the following procedures:
 - a. Calculate average daily vehicle miles traveled (VMT) by visitors and staff to and from the Branch Center during the past quarter. Count vehicle miles for HOVs once, not for each passenger.
 - b. Calculate the average daily miles for these same vehicle trips as if from the County Government Center.
 - c. Calculate the difference due to the Branch Center.
3. Grantee will perform these calculations quarterly, with annual reporting to District staff.

This concludes Attachment 2

Grant Acceptance Agreement
Project No 99-45

February 17, 1999

Grantee Initials Here:

**ATTACHMENT 3 - CONFLICT OF INTEREST CERTIFICATION
FY 1998-99 AB 2766 Motor Vehicle Emissions Reduction Program**

Number: 99-45

Title of Sponsored Project: South County Full Service Branch Permit Center

I certify that no principal, director, or executive ("principal") for the Sponsor Agency Grantee is a member of the Board of Directors, Advisory Committee, Hearing Board or any other District committee or staff member of the District staff, with exceptions noted below, if any. I further certify that no principal of the Grantee has any economic relationship with a member of the Board of Directors, Advisory Committee, or Hearing Board or any staff member of the District, with exceptions noted below, if any. Non-disclosure of such relationships may result in termination of the agreement.

Exceptions (if any): County Supervisors Walter Symons and Anthony Campos are members of the MBUAPCD Board of Directors

(Signature)

Date _____

Alvin D. James

Name

Planning Director

Title

County of Santa Cruz

Sponsor Agency Grantee

This concludes Attachment 3

**ATTACHMENT 4 - INSTRUCTIONS FOR COMPLETING ATTACHMENTS,
REIMBURSEMENT REQUESTS, AND REPORTS
N 1998-99 AB 2766 Motor Vehicle Emissions Reduction Program**

Project: Number (99- *) and title as shown on the draft Grant Acceptance Agreement (GAA).

Grantee Agency: Shown on draft GAA. Must be a public agency.

Instructions for: Attachment 1 - PROJECT DESCRIPTION

A. Grantee Name: Same as Grantee, or Sponsoring Agency shown on draft GAA.

B. Date Grant Acceptance Agreement signed by APCO. Entered by District

C. Budget: Total budget may be increased with secured funds, but not amount of AB2766 grant funding.

D. Project Title: As on draft GAA.

E. Project Schedule: Project Start date is when Grant Acceptance Agreement is signed by APCO. Project End Date is two years later. These dates are entered by District upon execution of the Agreement. The Project End Date must be Feb. 28, 2001 or before, unless an extension is approved by the District Board.

F. Activity Budget

Activity. Activities are identified by the Grantee. Up to four specific activities for the project are described here.

Activity Periods. Up to four activity periods are identified by the Grantee. The first period will include the project start date and the last period will include the project end date. Periods may be calendar years, semesters or quarters. For annual reports and final reports, must end on June 30th. The last period in any report must end June 30th.

Activity by Period. Project costs to be reimbursed by AB2766 grant funds only are shown here. Budget line items total to the approved AB2766 grant amount in Section C. Grant administrative costs are not reimbursable.

G. Total Project Budget: This table shows the total project budget for the entire project covered by this agreement. Identify a line item for all project costs whether to be reimbursed by approved AB2766 grant or from other funding sources. The total for the AB2766 grant column should equal the approved grant amount shown in Section C. This plus the Other Secured Funding column should sum to the Project Total as also shown in Section C. The costs of administering the AB2766 Grant may not be reimbursed from the AB2766 Grant.

**ATTACHMENT 4 - INSTRUCTIONS FOR COMPLETING ATTACHMENTS,
REIMBURSEMENT REQUESTS, AND REPORTS
FY 1998-99 AB 2766 Motor Vehicle Emissions Reduction Program**

H. Status of Other Funding Sources: Indicate the source and amount of funds shown under “Other Secured “ in Section G. Prior to APCO signature of this Grant Acceptance Agreement, all other funding sources shown in this table must be secure. Secured funding is defined as funding for which the source is specified and whose availability is either certain or assured by formal approval action; and for which the source has obligated, committed, or allocated the funding to this project, with all conditions to that allocation having been met.

I. Monitoring Program: Complete each item indicating what type of monitoring was conducted as the basis for estimating emission reductions over the report period.

J. Contact Person: Indicate the contact person for grant management *and* for requests for reimbursement, if different.

K. Emissions and Cost Effectiveness Calculations: *Prior* to initial disbursement of grant funds, Grantees will obtain District staff approval of methods and procedures to be used for monitoring and measurement before, during and after project completion. Any special conditions applicable will be included in Attachment 2.

Instructions for: Attachment 1A - PROJECT NARRATIVE

The project narrative describes the project concept and scope and phased implementation activities as needed. Project maps, graphics, tables, photographs may be used to supplement the narrative description. If unchanged, the original application version may be used in the Acceptance Agreement.

Instructions for: Attachment 2 - SPECIAL GRANT CONDITIONS

Special terms and conditions applicable to this specific project are shown here. Attachment 2 terms and conditions take precedence if conflicting with the rest of the agreement.

Instructions for: Attachment 3 - CONFLICT OF INTEREST CERTIFICATION

In this attachment, the Sponsor Agency Grantee discloses whether any principal, director, or executive (“principal”) of the Grantee has any of the identified relationships to the District or its committees or staff. If such a relationship exists, or is expected to exist during the term of the project, the identity of the principal and the relationship are shown here. Disclosure does not imply recision of the District grant award, only a deliberate non- disclosure will terminate the agreement. Any authorized representative of the Grantee may sign this certification.

**ATTACHMENT 4 - INSTRUCTIONS FOR COMPLETING ATTACHMENTS,
REIMBURSEMENT REQUESTS, AND REPORTS
FY 1998-99 AB 2766 Motor Vehicle Emissions Reduction Program**

Instructions for: REQUESTS FOR REIMBURSEMENT.

A request for reimbursement must be approved by District staff prior to disbursement of grant funds. Requests for reimbursement will be sent to the District, attention: Accounting Division, and will contain the following:

1. Amount of AB2766 grant funds:

- Currently requested by budget item.
- Received to date under this agreement, by budget item.
- Remaining to be reimbursed under this agreement, by budget item

2. Supporting documentation, for reimbursable expenditures, satisfactory to District staff. Such documentation may include - but is not limited to: vendor invoices, receipts, purchase orders, spreadsheets or other computer reports from project cost tracking software, listings of employees included in payroll expenditures, or any other documents which will explain and support the actual expenditures claimed for reimbursement.

3. Certification, by Grantee's authorized representative, that all expenditures for which reimbursement by AB2766 grant funds occurred for the purposes stated in the reimbursement request.

4. Narrative report. Describe project scope and implementation activities, as in Attachment 1A. Project maps, graphics, tables, photographs or line art may be used to supplement a narrative description of the project. Report progress since the last report or reimbursement request. Include any problems anticipated in meeting the project completion schedule, achieving target emission reductions or otherwise implementing the grant funded project. If the timing of a reimbursement request coincides with an annual or final report, include those reports with the reimbursement request.

5. Name of preparer and signature of authorized representative of Sponsor Agency Grantee.

ANNUAL AND FINAL REPORTS

The Annual Reports are for fiscal years ending June 30th, and the Final Reports for the entire duration of the project. Annual and Final Report formats will be prepared as follows:

1. Cover/Title Page

2. Executive Summary - A general summary of activity over the reporting period - up to two pages.

**ATTACHMENT 4 - INSTRUCTIONS FOR COMPLETING ATTACHMENTS,
REIMBURSEMENT REQUESTS, AND REPORTS
FY 1998-99 AB 2766 Motor Vehicle Emissions Reduction Program**

3. Table of Contents - Show page numbers of text sections, as well as tables and figures (if any).
4. Chapter I: Introduction - Briefly describe the history, purpose and need for project, the nature of the project and what general air quality improvements are expected to result.
5. Chapter II: Project Description - Use Attachment 1 of the Grant Acceptance Agreement for this Chapter, supplemented if necessary to describe the scope, cost, funding and duration of the entire project. Section I of this Attachment will be used to report the type and amount of monitoring data collected for the reporting period. Section K. Emissions Reductions will be calculated by District as described below.

No later than 30 days before the annual or final report is due, Grantee will transmit Section I monitoring data, satisfactory to District staff, for District calculation of emissions reductions. District staff will calculate the amount of emissions reduced by the project and transmit these calculations to Grantee for use in Attachment 1, Section K.

7. Chapter III: Project Results - This narrative chapter will describe the project in detail. Describe the who, when and how of project execution during the past fiscal year (project term for final report). Describe achievements and successes as well as any delays or other problems. Discuss Grantee project management, and relationships with other sponsors or participants if any. Discuss phasing, scheduling and special conditions, if any. Include any changes to the project from the Grant Agreement or last report during the reporting period. Photographs or line art may be substituted for text to document project results. Use the emission reduction calculations prepared by District staff for Section K above to report air quality benefits achieved or emission reductions produced during the reporting period.

This concludes Attachment 4

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

(501

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 the Monterey Bay Unified Air Pollution Control District for a South County Satellite Permit Center Project; and

WHEREAS, the County is a recipient of funds in the amount of \$84,419 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 \$84,419 into

Department: Planning

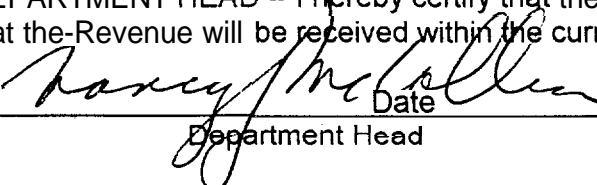
T/C	Index Number	Revenue Sub-Object Number	UCD	Account Name	Amount
001	541700	1150	L22004	Contr Fr 0th Agencies	\$84,419

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

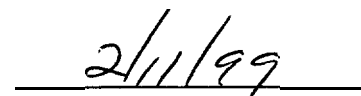
T/C	Index Number	Expenditure Sub-Object Number	UCD	Account Name	Amount
021	541700	3650	L22004	Planning Svcs	\$28,000
021	541700	3810	L22004	Rents & Leases	39,600
021	541700	8404	L22004	Equipment	16,819

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

By


Department Head

Date


2/11/99

COUNTY ADMINISTRATIVE OFFICER

☒ Recommended to Board

☐ Not Recommended to Board

502

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

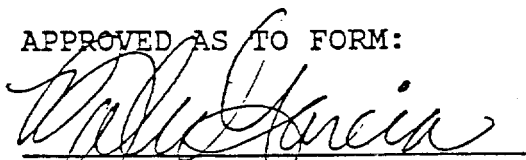
ABSENT: SUPERVISORS

Chairperson of the Board

ATTEST:

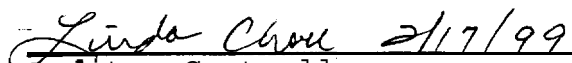
Clerk of the Board

APPROVED AS TO FORM:



County Counsel

APPROVED AS TO ACCOUNTING DETAIL:

 2/17/99

Auditor-Controller

Distribution:

- ☒ Auditor-Controller
- ☒ County Council.
- ☒ County Administrative Officer
- ☒ Originating Department

ATTACHMENT 3

South County Satellite Permit Center Project
Schedule of Fixed Assets

Office Furniture	\$15,000
5 Workstations and reception area furniture	
FAX Machine	<u>1,819</u>
	\$16,819