



County of Santa Cruz

PLANNING DEPARTMENT

701 OCEAN STREET, 4TH FLOOR, SANTA CRUZ, CA 960604000

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ALVIN JAMES, DIRECTOR

April 15, 1999

Agenda: April 20, 1999

Board of Supervisors
County of Santa Cruz
701 Ocean Street
Santa Cruz, CA 95060

SUBJECT: Accept and Appropriate Unanticipated Revenue for Purchase of Vehicles, Fixed Assets and Professional Services

Dear Members of the Board:

As you know, the Planning Department has initiated a number of programs and activities to improve services and staff efficiencies, including improving internal processes and stepped up code compliance efforts. In addition, the Department operations must continue to keep pace with a high level of building activity. To this end, I am pleased to report that we have identified a few key areas to further improve overall staff efficiencies and carry out the priorities of the Board in the code compliance division. The recommendations, including financing, follow.

This past few months, we have fully staffed the code compliance section of the department and have re-prioritized how to handle the departments burgeoning caseload. In our efforts to re-tool and enhance our code compliance program, it has become clear that the lack of available vehicles is the one remaining hindrance to program operations. Currently, the department has four vehicles assigned to six inspectors. To this end, we propose to assign two vehicles to the code compliance division. This will allow us to fully utilize our code enforcement staff, improving program efficiency and enabling the department to more quickly respond to code compliance matters. In addition, we are requesting approval of a third vehicle, which would be assigned to the Building Inspection division. This would allow the division to maintain the maximum number of inspectors in the field and keep pace with the continued pace of building activity occurring throughout the County. It is recommended that these three vehicles be purchased and then turned over to Fleet Services for permanent assignment to Planning.

Another efficiency that we have identified involves the conversion of historic records to electronic media made available through our computer network. Currently, staff devotes

an estimated 1,000 hours, or over \$30,000 per year, manually accessing parcel information and conducting permit research activities. Placing the records on our network will greatly improve staff efficiency, freeing up staff and improving productivity. While it is the Department's ultimate goal to scan all of the historical records that are required to be retained, it is estimated that \$75,000 would allow the Department to contract to convert all of the pre-1985 building permit and inspection histories. This project would greatly enhance the availability of records to planning staff, and provide for a key public service at the current and proposed satellite permit centers.

Lastly, the department's Geographic Information System (GIS) section had budgeted \$2,900 for the purchase of two global positioning system receivers in the current budget. As the GIS's needs and the capabilities of these units were more closely examined it became clear that the units, as budgeted, would not meet the standards of the department's GIS. The department is therefore requesting permission to upgrade this original request.

To accomplish these activities, there are funds available as a result of the additional permit activity this past year. As you know, in 1998/99 the Planning Department experienced the highest level of permit activity in the last decade. As a result, actual revenues have greatly exceeded budgeted revenues for 1998/99 and these unanticipated revenues are proposed to be utilized to fund these activities.

Attached please find a Resolution Accepting and Appropriating Unanticipated Revenue (AUD-60) (Attachment 1) and a Schedule of Fixed Assets (Attachment 2) which provides the budgetary detail necessary to implement these requests. These changes do not increase the Net County Costs previously approved by the Board.

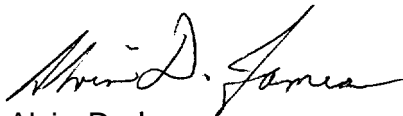
We therefore RECOMMEND that your Board:

1. Approve the attached Resolution Accepting and Appropriating Unanticipated Revenue (AUD-60) in the amount of \$249,900 (Attachment 1);
2. Approve the purchase of various fixed assets as discussed above and as detailed on the Schedule of Fixed Assets (Attachment 2); and

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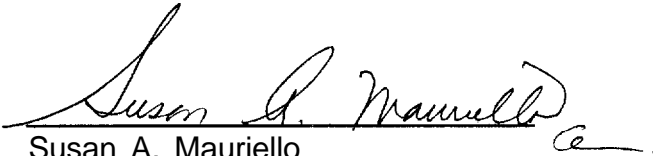
3. Authorize the Planning Director to negotiate a contract for scanning services in an amount not to exceed \$75,000 and to return the contract to your Board for final approval prior to June 30, 1999.

Sincerely,



Alvin D. James
Planning Director

RECOMMENDED:



Susan A. Mauriello
County Administrative Officer

Attachments: 1) AUD-60 Resolution Accepting and Appropriating Unanticipated Revenue
2) Schedule of Fixed Assets

cc: Auditor-Controller
Purchasing
Fleet Services

A:\letter.wpd

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, County of Santa Cruz is a recipient of funds from Construction Permits,
and

WHEREAS, the County is a recipient of funds in the amount of \$149,900 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 \$149,900 into

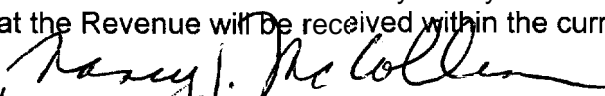
Department: Planning

T/C	Index Number	Revenue Sub-Object Number	UCD	Account Name	Amount
001	541500	0250		Construction Permits	\$149,900

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

T/C	Index Number	Expenditure Sub-Object Number	UCD	Account Name	Amount
021	541300	3665		Prof & Spec Svcs	\$75,000
021	541400	8404		Equipment	2,900
021	541500	8409		Mobile Equipment	24,000
021	541600	8409		Mobile Equipment	48,000

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  Date 1/18/99
Department Head

COUNTY ADMINISTRATIVE OFFICER

☒ 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

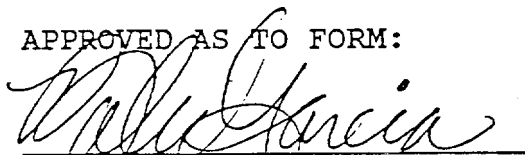
ABSENT: SUPERVISORS

Chairperson of the Board

ATTEST:

Clerk of the Board

APPROVED AS TO FORM:



County Counsel

APPROVED AS TO ACCOUNTING DETAIL:



Auditor-Controller

Distribution:

Auditor-Controller
County Council
County Administrative Officer
Originating Department

SCHEDULE OF FIXED ASSETS**8404 - Equipment**

1 Global Positioning System, hand-held	\$2,900
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8409 - Mobile Equipment

2 Utility 4 X 4 Pickup Trucks	48,000
1 Regular Passenger car	24,000