



HEALTH SERVICES AGENCY
ADMINISTRATION

0063

COUNTY OF SANTA CRUZ

HEALTH SERVICES AGENCY

P.O. BOX 962, 1080 EMELINE AVENUE
SANTA CRUZ, CA 95061
(408) 454-4066 FAX: (408) 454-4770
TDD: (408) 454-4123

March 21, 2000

AGENDA: April 11, 2000

BOARD OF SUPERVISORS
County of Santa Cruz
701 Ocean St.
Santa Cruz, CA. 95060

SUBJECT: AUTHORIZE FIXED ASSET PURCHASE & RELATED TRANSFER OF FUNDS

Dear Board Members:

This letter requests approval to purchase \$72,135 in various fixed assets required to address staff office and equipment needs within the agency and to accommodate the Agency's needs in handling and disposing of hazardous materials. The proposed fixed asset purchases are shown on the attached Exhibit A. In addition, this letter requests a \$269,635 appropriations transfer within several Health Services Agency divisions to cover anticipated expenditures through the rest of this fiscal year. These budget changes do not affect net County cost and are shown on the attached AUD-74 form and schedule.

Hazardous Materials Storage Lockers

Hazardous Materials Storage Lockers are needed to handle the hazardous materials that are generated and stored during normal operations of the out-patient medical clinics (Santa Cruz & Watsonville locations) and the public health and clinical laboratory services. Lockers are currently available that are designed to store 55 gallon drums until they are ready for appropriate disposal. These lockers will be located outside rather than inside the buildings. The total cost for these storage lockers comes to \$9,635.

Modular Furniture and Other Equipment

Some of the Health Services Agency's Administration offices are being relocated within the 2nd floor of the 1080 Emeline building. The offices will be converted using modular furniture to accommodate staffing changes and add a computer workstation. The modular furniture will allow HSA to make the most effective use of existing office space. In addition, HSA will be replacing a line printer that is used to produce HSA billing reports, Public and Mental Health statements, and other production operations. The approximate cost of the line printer is \$7,400. A network color printer will also be purchased at an approximate cost of \$4,400 to support the HSA administration, fiscal, personnel, and other support services.

HSA is requesting approval of the fixed asset purchase of 12 modular workstations for the Santa Cruz and Watsonville Clinics at a cost of \$37,000 to improve utilization of limited space. Modular furniture will also be purchased for the Emergency Medical Services (EMS) offices in the approximate amount of \$4,000. Funds are currently budgeted in the services and supplies are being transferred to the fixed asset account.

The Children's Medical Services Program will be re-locating staff into space made available when the new West Beach annex in Watsonville is opened. A former conference room will be converted into office space and an existing office will be expanded into an adjacent supplies storage area. Modular furniture for these offices will be purchased at an approximate cost of \$6,000.

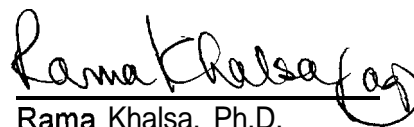
Public Health Budget Realignment

A \$269,635 transfer is necessary to cover the projected cost of various routine services and supplies in several Public Health and Clinic programs, and within Administration. Among these are: facilities improvements to increase storage space and to correct a drainage problem at 1070 Emeline and replacement of outmoded voice and data wiring in the 1060/1070 Emeline building. A small portable air conditioning unit is also being purchased and installed in an office for an employee with a disability that makes temperature regulation difficult. Funds are available from salaries and benefits for this transfer. These changes were included in the Health Services Agency's Estimated Actuals for the year and do not affect Net County cost.

It is, therefore, RECOMMENDED that your Board:

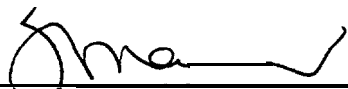
1. Authorize the fixed asset purchases listed on the attached Exhibit A in the approximate amount of \$72,135.
2. Approve the transfer of \$269,635 in appropriations in the Health Services Agency as detailed on the attached AUD-74.

Sincerely,



Rama Khalsa, Ph.D.
Agency Administrator

RECOMMENDED:



Susan A. Mauriello
County Administrative Officer

cc: County Administrative Office
Auditor-Controller
County Counsel
HSA Administration
HSA Personnel
County Purchasing

COUNTY OF SANTA CRUZ
REQUEST FOR TRANSFER OR REVISION
OF BUDGET APPROPRIATIONS AND/OR FUNDS

0065

Department: **Health Services Agency**

Date: **March 28, 2000**

TO: Board of Supervisors / **County Administrative Officer / District Board**

I hereby request your approval of the following transfer of budget appropriations and/or funds in the fiscal year ending June 30, ~~19~~ **2000**

AUDITORS USE ONLY				
DOCUMENT #	AMOUNT	L/N	T/C HASH	
JE 6, , , ,	, , , 5,3,9 27,0:00	22	, 4,7,6	

BATCH #	
DATE	Keyed By:

T/C	INDEX	SUBJECT	USER CODE	AMOUNT	ACCOUNT DESCRIPTION *
0,2,1	, , , , ,	I I	I , , I I		See attached sheet
0,2,2	, , , , ,				See attached sheet

Explanation:

Transfer \$269,635 to Services & Supplies and Fixed Asset accounts from other accounts within various HSA divisions to cover projected expenditures through the rest of this fiscal year.

Name *Ran Khun* Title _____

Auditor-Controller's Action: I hereby certify that unencumbered balance(s) is/are available in the appropriations/funds and in the amounts indicated above.

Auditor-Controller, by *Ronald J. Silva*, Deputy Date 3/3 0/00

County Administrative Officer's Action: ☒ Recommended to Board ☐ Approved ☐ Not Recommended or Approved

County Administrative Officer *[Signature]* Date 3/4/01

State of California } ss. As the Clerk of the Board of Supervisors of the County of Santa Cruz, I do hereby certify that the foregoing request for transfer was approved by said Board of Supervisors as recommended by the County Administrative Officer by an order duly entered in the minutes of said Board on

_____, 19____ BY _____, Deputy Clerk

(A-C) * Desc: _____ # _____ - Budget Transfer

Distribution:

White-Board of Supervisors
Yellow-Auditor-Controller

BRD.NAME

AGENDA DATE

ITEM NO.

Green-County Administrative Officer
Pink-Originating Department

Goldenrod-Departmental Control Copy

A-C Review		

APPROPRIATIONS:

0066

TO

T/C	Index Number	Expenditure Subobject Number	PRJ/UCD	Account Name	Amount
021	362100	3240		TELEPHONE	47,000
021	362100	3405		MAINT-STRUCT/IMP/GR	54,000
021	362100	3493		OFFICE EXP	106,200
021	360110	8404		EQUIPMENT	14,035 ✓
021	360112	8404		EQUIPMENT	7,400
021	361100	8404		EQUIPMENT	25,000
021	365001	8404		EQUIPMENT	12,000 ✓
021	365002	8404		EQUIPMENT	4,000 ✓
TOTAL					<u>\$ 269,635</u>

FROM

T/C	Index Number	Expenditure Subobject Number	PRJ/UCD	Account Name	Amount
022	362100	3100		REGULAR PAY	23,000
022	362300	3100		REGULAR PAY	21,000
022	362310	3100		REGULAR PAY	8,500
022	362501	3100		REGULAR PAY	11,000
022	362700	3100		REGULAR PAY	37,500
022	362750	3100		REGULAR PAY	21,000
022	362800	3100		REGULAR PAY	21,200
022	362860	3100		REGULAR PAY	64,000
022	360122	3493		SUPPLIES	7,400
022	360160	3405		MAINT-STRUCT/IMP/GR	4,400
022	360180	3405		MAINT-STRUCT/IMP/GR	9,635
022	361270	3436		PHARMACY SUPPLIES	25,000
022	365001	4346		OUTSIDE EXPENSE - MEDICAL CARE	12,000
022	362502	3100		REGULAR PAY	4,000
TOTAL					<u>\$ 269,635</u>

Explanation:

Transfer \$269,635 to Services & Supplies and Fixed Asset accounts from other accounts within various HSA divisions to cover projected expenditures through the rest of this fiscal year.

List of Proposed Fixed Asset Purchases and Approximate Cost

<u>Item</u>	<u>Unit Cost</u>	<u>Number</u>	<u>TOTAL</u>
Haz-vault Hazardous materials storage lockers	3,655	2	7,310
6-55 gallon drum lockers			
2-55 gallon drum locker	2,325	1	2,325
Modular Furniture, HSA Admin		1	3,700
Modular Furniture, Children's Medical Services		2	6,000
Modular Furniture, Clinics		8	25,000
Modular Furniture, MediCruz		4	12,000
Modular Furniture, EMS		2	4,000
Line printer, interface with warranty & installation	7,400	1	7,400
Laserjet color printer with toner cartridges	4,400	1	4,400
TOTAL			<u>\$ 72,135</u>