



# County of Santa Cruz<sup>0015</sup>

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## COUNTY ADMINISTRATIVE OFFICE

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SUSAN A. MAURIELLO, J.D., COUNTY ADMINISTRATIVE OFFICER

June 6, 2000

AGENDA: June 20, 2000

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

### Procedures Manual

Dear Members of the Board:

Twice each year your Board receives additions and modifications to the county Procedures Manual which is maintained and updated by the Clerk of the Board. The recommended modifications are provided below.

#### **Contract Requirements**

County departments are required to provide the contractor's taxpayer identification number and certification by providing W-9 forms to the Auditor's Office. It is recommended that language be added to Title 1, Section 300, specifying that W-9 forms be delivered directly to the Auditor-Controller rather than attached to the contract and routed to the Clerk of the Board. This procedure is recommended to avoid the inadvertent publication of this information.

The recommended new language is:

#### Title 1, Section 300

This form is used to gather required tax information for reporting payments to Federal and State tax agencies. All applicable items must be completed, and the form must be signed. Staple to the front of the W-9. Departments should not send the W-9 to the Clerk of the Board, but send it directly to the Auditor's office. The Auditor will detach this form, and it will become part of the contract file. The W-9 is not required for revenue contracts.

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### **Unified Fee Schedule**

The Unified Fee Schedule is referenced in Title 8 of the Procedures Manual, but information is provided in Title 5 of the manual. It is recommended that Section 8 of the manual be deleted.

In addition, it is recommended that Section 201 of Title 5 be incorporated into Section 200 for the convenience of users, and that Section 201 be subsequently deleted.

### **Spanish Translation of Board Meetings**

This office had planned to include in this update a written procedure for providing Spanish translation of Board meetings. However, since we are currently recruiting a new Clerk of the Board, we believe that it would be appropriate to postpone the submission of these procedures until the new Clerk has had an opportunity to assist in their development. We will return mid-year with a recommended written procedure. Until that time, we will continue to provide translation services when requested.

IT IS THEREFORE RECOMMENDED THAT YOUR BOARD approve the material submitted for the County Procedures Manual and direct the Clerk of the Board to make the identified changes.

Very truly yours,



Susan A. Mauriello  
County Administrative Officer

cc: Clerk of the Board  
Auditor-Controller

SAM/DP