



# County of Santa Cruz 0223

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## PLANNING DEPARTMENT

701 OCEAN STREET, 4<sup>TH</sup> FLOOR, SANTA CRUZ, CA 96060

(831) 454-2580 FAX: (831) 464-2131 TDD: (831) 464-2123

ALVIN D. JAMES, DIRECTOR

November 28, 2000

Agenda: December 12, 2000

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

Subject: Transfer and Realignment of Appropriations to Properly Account for Departmental Remodeling Projects

Members of the Board:

In order to accomplish certain aspects of the reorganization approved by your Board on October 17, 2000, including centralizing the telephone function and decentralizing the Clerical pool, it has become apparent that the Department needs to modify its' plan of adding six new workstations as budgeted in this year's budget. The modified plans call for the addition of the new workstations and the reconfiguration of several areas to make more efficient use of the Department's available space. These areas include reconfiguring the present supply/copy/storage room into the new central phone area; the old mail room and adjacent copy room will assume the supply/copy/storage function. Also, several of the Clerical staff will be moved to support the newly devised Building Administration function.

In order to implement this plan, it will be necessary to transfer and realign available appropriations within the Planning budget. An AUD-74, Transfer of Appropriations and/or Funds is attached for your Board's approval.

It is therefore RECOMMENDED that your Board approve the attached AUD-74, Transfer of Appropriations and/or Funds realigning and transferring funds within the Planning budget to facilitate the proper accounting of these projects.

Sincerely,

Alvin D. James,  
Planning Director

RECOMMENDED:

Susan A. Mauriello,  
County Administrative Officer

Attachment: AUD-74, Transfer and/or Realignment of Appropriations and/or funds



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

0224

Department: PLANNING

Date: NOVEMBER 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              |        |     |          |

|         |           |
|---------|-----------|
| BATCH # |           |
| DATE    | Keyed By: |

|          |      | T/C   | INDEX       | SUBJECT | USER CODE | AMWNT            | ACCOUNT DESCRIPTION * |
|----------|------|-------|-------------|---------|-----------|------------------|-----------------------|
| TRANSFER | TO   | 0,2,1 | 5,4,1,3,0,0 | 8,4,0,4 | , I , ,   | , 4, 1 0,0,0,0,0 | Equipment             |
|          |      |       |             |         |           |                  |                       |
|          | FROM | 0,2,2 | 5,4,1,4,0,0 | 8,4,0,4 | , , , , , | , 8 0,0,0,0,0    | Equipment             |
|          |      | 0,2,2 | 5,4,2,1,0,0 | 8,4,0,4 | , , , , , | , 4 0,0,0,0,0    | Equipment             |
|          |      | 0,2,2 | 5,4,2,2,0,0 | 8,4,0,4 | , , , , , | , 4 0,0,0,0,0    | Equipment             |
|          |      | 0,2,2 | 5,4,1,3,0,0 | 3,6,6,5 | , , , , , | , 2,5 0,0,0,0,0  | Professional Services |

Explanation:

**To realign appropriations to facilitate proper accounting of Departmental remodeling projects.**

Name Rosely McColleen Title **Fiscal Officer**

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 P. Silbans, Deputy Date 11-28-00

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

County Administrative Officer [Signature] Date 12-01-00

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

\_\_\_\_\_, 19\_\_\_\_ BY \_\_\_\_\_, Deputy Clerk

(A-C) \* Desc: \_\_\_\_\_ # \_\_\_\_\_ - Budget Transfer

Distribution:  White - Board of Supervisors  Green - County Administrative Officer  Yellow - Auditor-Controller  Fink-Originating Department  Goldenrod-Departmental Control Copy

BRD. NAME AGENDA DATE ITEM NO.

|            |  |  |
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| A-C Review |  |  |
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