



County of Santa Cruz

PLANNING DEPARTMENT

701 OCEAN STREET, 4TH FLOOR, SANTA CRUZ, CA 95060

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ALVIN D. JAMES, DIRECTOR

December 27, 2000

Agenda: January 9, 2001

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

Subject: Authorization to Purchase Three Workstations for Office Remodel

Members of the Board:

On December 12, 2000 your Board authorized a transfer of funds to allow the Department to properly account for six new workstations that had been approved in the 2000-01 budget. Meanwhile, as the Department has begun implementation of the various personnel actions approved by your Board on October 17, 2000, at 701 Ocean Street it has been determined that to make the most efficient use of our available space and resources three additional workstations should be added to the Department. Two of these workstations would be used for the Senior Departmental Administrative Analyst and the Planner IV approved by your Board on October 17, 2000. As you may recall, the Senior Departmental Administrative Analyst's assignment will be to ensure the quality of our customer service delivery. The Planner IV will be the Departmental trainer. An existing workstation must be replaced in order to construct all three in the same area.

Remaining space issues will be discussed in conjunction with our report back on the Aptos Permit Center which is scheduled to return to your Board in February, 2001.

Although the Department has sufficient appropriations to purchase these three new workstations, your Board's approval is required as they are fixed assets.

It is therefore RECOMMENDED that you Board approve the purchase of three new workstations at a cost of \$4,500 each or, a total of \$13,500.

Sincerely,

Alvin D. James,
Planning Director

RECOMMENDED:

Susan A. Mauriello,
County Administrative Officer