



# County of Santa Cruz

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## INFORMATION SERVICES DEPARTMENT

701 OCEAN STREET, SUITE 530, SANTA CRUZ, CA 95060-4073

(831) 454-2030 FAX: (831) 454-2122 TDD: (831) 454-2123

KENNETH D. WEDDERBURN, DIRECTOR

December 31, 2001

Agenda: January 15, 2002

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

### **Increase Fixed Asset Appropriation For Index #423000 (ISD Duplicating Division)**

Dear Members of the Board:

During the FY 2001-02 budget hearings, your board approved \$20,000 in fixed asset appropriations for the Information Services Department (ISD) Duplicating Division to purchase a mail processing machine. After reviewing the available models to replace the current machine, it has been determined that an increase of \$5,000 is needed.

The current mail machine is past its useful life and is in need of immediate replacement. To ensure uninterrupted mail processing service, the Information Services Department is seeking to replace this machine as soon as possible. A review of available vendors indicates that the current estimated cost of replacing the mail machine is approximately \$25,000 (or \$5,000 more than the original appropriation of \$20,000). The \$5,000 in additional funds that are required will be transferred from index #423000/subobject #3360 (equipment maintenance).

It is therefore **RECOMMENDED** that your Board approve an increase to the fixed asset appropriation for index #423000 in the amount of \$5,000 and transfer \$5,000 from index #423000/3360 to purchase a mail processing machine.

Sincerely,

Kenneth D. Wedderburn  
Director, Information Services Department

RECOMMENDED:

SUSAN A. MAURIELLO  
County Administrative Officer

cc: Information Services

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

0124

Department: Information Services Dept.

Date: 12-31-01

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~~ 2002

AUDITORS USE ONLY			
DOCUMENT #	AMOUNT	L/N	T/C HASH
JE 6			

BATCH #	
DATE	Keyed By:

T R A N S F E R	T O	T/C	INDEX	SUBJECT	USER CODE	AMOUNT	ACCOUNT DESCRIPTION *
		0,2,1	4,2,3,0,0,0	8,4,0,4		50,000.00	Fixed Assets
	F R O M	0,2,2	4,2,3,0,0,0	3,3,6,0		50,000.00	Equip. Maint.

Explanation:

Transfer \$5,000 from subobject #3360 to subobject #8404  
to support purchase of mail processing machine for the Duplicating  
Division, as recommended by the Information Services Director.

Name Kenneth D. Wedderburn

Title Director, ISD

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

Audit x-Controller, by Adam J. Vitz, Deputy

Date 1/2/02

County Administrative Officer's Action: ☒ Recommended to Board

☐ Approved

☐ Not Recommended or Approved

County Administrative Officer Susan Pedersen

Date 1.3.02

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  
County of Santa Cruz } ss. 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: \_\_\_\_\_ Item: - Budget Transfer

Distribution: BRD. NAME AGENDA DATE ITEM NO.  
County Board of Supervisors  
County Auditor-Controller  
County Administrative Officer  
County Departmental Control Copy

A-C Review