



# County of Santa Cruz

## PERSONNEL DEPARTMENT

701 OCEAN STREET, SUITE 310, SANTA CRUZ, CA 95060-4073

(831) 454-2600 FAX: (831) 454-2411 TDD: (831) 454-2123

DANIA TORRES WONG, DIRECTOR

April 23, 2002

Agenda: May 7, 2002

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

### CIVIL SERVICE COMMISSION BUDGET ISSUES

Dear Members of the Board:

The Personnel Department budget #5 10000 contains money to meet expenses for support of the Civil Service Commission. Included is a \$2,000 contract with Margaret Gallagher as the Commission Attorney, and a \$1500 amount for transcription of Commission hearings. In this budget year, costs for both these items are expected to be above the budgeted amounts due to an unexpectedly large amount of Commission hearings, and we are recommending two items to ensure that costs can be covered in the current budget year.

First, we are recommending a contract amendment which increases the amount of the Commission Attorney contract by \$1,000 to \$3,000 for 2001-02. Second, we wish to approve the use of prior year encumbrance savings in the attorney's contract in the amount of \$6,018.75 to cover the cost of the contract amendment and transcription services for Commission hearings. These funds are already appropriated in the 2001-02 #510000 budget, but can be used only if the Board acts to approve the prior year savings for these purposes. It is not expected that we would use this entire amount for Commission expenses, and that some of it will revert to the General Fund on June 30.

Therefore, it is **RECOMMENDED** that your Board approve the attached ADM-29 and contract augmentation for legal services; and approve prior year encumbrance savings in the amount of \$6,018.75 for expenses related to transcription of Civil Service Commission hearings.

Very truly yours,

Dania Torres Wong  
Personnel Director

RECOMMENDED:

SUSAN A. MAURIELLO  
County Administrative Officer

cc: Civil Service Commission, Margaret Gallagher,  
Auditor-Controller

COUNTY OF SANTA CRUZ  
REQUEST FOR APPROVAL OF AGREEMENT

0142

TO: Board of Supervisors  
County Administrative Officer  
County Counsel  
Auditor-Controller

FROM:

Personnel

(Dept.)

*Dennis Jones*

(Signature) April 19, 02 (Date)

The Board of Supervisors is hereby requested to approve the attached agreement and authorize the execution of the same.

1. Said agreement is between the County of Santa Cruz (Agency)  
and Margaret Gallagher, 157 Twin Pines, Scotts Valley, CA 95066 (Name & Address)
2. The agreement will provide legal support to the County Civil Service Commission
3. The agreement is needed because the County is unable to provide this service.
4. Period of the agreement is from April 19, 2002 to June 30, 2002;
5. Anticipated cost is \$ \$1,000 (total \$3,000) (Fixed amount; Monthly rate; Not to exceed)
6. Remarks: Amends 2001-02 contract to increase contract maximum from \$2,000 to \$3,000;
7. Appropriations are budgeted in 510000 (Index#) 3665 (Subobject)

NOTE: IF APPROPRIATIONS ARE INSUFFICIENT, ATTACH COMPLETED FORM AUD-74

Appropriations are available and have been encumbered.  
are not will be

Contract No. 11278 Date 4-23-02

GARY A. KNUTSON, Auditor - Controller

By P. Silbaugh Deputy.

With Lg of P/yr enc. bal.

Proposed reviewed and approved. It is recommended that the Board of Supervisors approve the agreement and authorize the \_\_\_\_\_ to execute the same on behalf of the \_\_\_\_\_

(Agency).

County Administrative Officer

Remarks:

(Analyst)

By

Date

4/24/02

Agreement approved as to form, Date \_\_\_\_\_

Distribute on:

Bd. of Supv. - White  
Auditor-Controller - Blue  
County Counsel - Green \*  
Co. Admin. Officer - Conroy  
Auditor-Controller - Pink  
Originating Dept. - Goldenrod

\*To Orig. Dept. if rejected.

State of California )  
County of Santa Cruz ) ss

I \_\_\_\_\_ ex-officio Clerk of the Board of Supervisors of the County of Santa Cruz,  
State of California, do hereby certify that the foregoing request for approval of agreement 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 \_\_\_\_\_

County Administrative Officer

BY \_\_\_\_\_ Deputy Clerk

**AMENDMENT TO AGREEMENT**

The parties hereto agree to amend Contract Number **5 1278**, dated June 11, 1996, by and between the COUNTY OF SANTA CRUZ and MARGARET R. GALLAGHER, by increasing the amount of the contract for Fiscal Year July 1, 2001- June 30, 2002 by an additional ONE THOUSAND DOLLARS (\$1,000.00), bringing the total contract compensation to a maximum of THREE THOUSAND DOLLARS (\$3,000.00) for Fiscal Year 2001-2002.

All other provisions of said contract shall remain the same.

DATED: \_\_\_\_\_

COUNTY OF SANTA CRUZ  
PERSONNEL DEPARTMENT

By \_\_\_\_\_

DATED: 4/19/02

MARGARET R. GALLAGHER

By Margaret Gallagher

APPROVED AS TO FORM:

Li Sh  
Office of the County Counsel