



County of Santa Cruz

PLANNING DEPARTMENT

701 OCEAN STREET, 4TH FLOOR, SANTA CRUZ, CA 95060-4000
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 ALVIN D. JAMES, DIRECTOR

Agenda Date: May 21, 2002

May 9, 2002

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

Subject: Approval of Payment to Santa Cruz Archaeology

Members of the Board:

The Planning Department has, for a number of years, contracted with Santa Cruz Archaeology to perform archaeological surveys as part of our permit processing function. It has recently come to our attention that payment is owed to Santa Cruz Archaeology for work performed during fiscal year 1999/2000 and fiscal year 2000/2001. This oversight resulted from a failure by staff new to our contract payment procedures to pass two invoices on to our fiscal staff for processing. In addition, Santa Cruz Archaeology did not send a "Second Notice of Payment Due." The potential for this situation to be repeated has been eliminated, as invoices from this vendor are now sent directly to our fiscal staff for processing.

Santa Cruz Archaeology is owed \$997.00 for work performed in fiscal year 1999/2000 (Contract #90063) and \$842.00 for fiscal year 2000/2001 (Contract #00063) for a total of \$1,839.00. This expenditure was anticipated by the Planning Department during the budget preparation process, and our Estimated/Actuals reflect payment of this amount. The Auditor-Controller requires authorization by your Board to make this payment, however, as the work was performed in previous fiscal years.

It is therefore, **RECOMMENDED** that your Board authorize the Auditor-Controller to pay Santa Cruz Archaeology \$1,839.00 for work performed under contract during fiscal year 1999/2000 and 2000/2001.

Sincerely,

Alvin D. James
 Planning Director

RECOMMENDED:

Susan A. Mauriello
 County Administrative Officer