



MEMORANDUM

Date: April 24, 2009

To: Department Directors

From: C.H. Huckelberry
County Administrator

A handwritten signature in black ink, appearing to be "CHH", is written over the printed name "C.H. Huckelberry".

Re: **Handheld Communication Devices**

As required in my November 12, 2008 Budget Reductions Expenditure memorandum, a Handheld Communication Devices review was completed by all Departments yielding over \$230,000 annually. This was a good first start by all Departments and my expectations are that these savings will be maintained and added to over the next fiscal year. Therefore, effective May 1, 2009, the following steps will be taken to continue to drive savings in this area:

- Procurement will initiate a study of Handheld Communication Device providers with an objective to obtain the best possible rate structure for County use going forward; and
- Any Handheld Communication Device acquisition must be approved by our Chief Information Officer and coordinated through the Information Technology Department. Individual departments may not acquire handheld communication devices directly from the vendors.

If you have any questions regarding the above requirements, please contact the Procurement Director or Chief Information Officer.

CHH/jj

- c: Martin Willett, Chief Deputy County Administrator
Hank Atha, Deputy County Administrator for Community and Economic Development
John Bernal, Deputy County Administrator - Public Works
Dennis Douglas, Deputy County Administrator for Medical and Health Services
Lionel Bittner, Chief Information Officer
George Widugiris, Procurement Director