

MEMORANDUM
OFFICE OF THE
BOARD OF SUPERVISORS
COUNTY OF PLACER

TO: Honorable Board of Supervisors

FROM: Teri Sayad Ivaldi, Sr. Administrative Aide 

DATE: April 3, 2007

SUBJECT: Budget Revision and Fixed Asset Purchase Approval for office of the Clerk of the Board

ACTION REQUESTED

Approve Budget Revision transferring existing funding to the Master Fixed Assets account (4451) in the amount of \$6,000 to purchase fixed asset (one color scanner) and add same to the Master Fixed Asset List.

BACKGROUND

As your Board is aware, providing accurate and timely information in a format that is easily accessible to the public is of key importance. The responsibility for receiving and making materials available to the public during the Board of Supervisors agenda process rests with the Clerk of Board. Currently, the Clerks' office ability to prepare original and source materials for mass reproduction with good clarity and insertion into formal agendas for public access is somewhat limited. Specifically related to maps and other detailed materials, the current black and white scanning equipment within the Clerk's office allows staff to provide the board hearing agendas, backup materials and summary actions to the public. However, particularly in the land development arena, we now have an increasing need to reproduce colored documents, making it necessary to purchase a high speed color scanner to insert those documents in a timely fashion for agenda publication and distribution.

FISCAL IMPACT

Funding is available in the FY 06-07 Board of Supervisors Budget for this purchase.

PLACER COUNTY

PAS DOCUMENT NO.

BUDGET REVISION

Cash Transfer Required
 Reserve Cancellation Required
 Establish Reserve Required

POST DATE:

DEPT NO.	DOC TYPE	Total \$ Amount	TOTAL LINES
BR		12,000.00	2


 Auditor-Controller

 County Executive

 Board of Supervisors

ESTIMATED REVENUE ADJUSTMENT										APPROPRIATION ADJUSTMENT											
DEPT NO.	T/C	Rev	Fund	Sub Fund	OCA	PCA	OBJ 3	PROJ.	PROJ. DTL	AMOUNT	DEPT NO.	T/C	Rev	Fund	Sub Fund	OCA	PCA	OBJ 3	PROJ.	PROJ. DTL	AMOUNT
											05	014	100		100100	10010	4451				6,000.00
											05	015	100		100100	10010	2709				6,000.00
										TOTAL											12,000.00

REASON FOR REVISION: Color scanner purchase - scanner cost is over \$5,000 threshold for fixed asset. Cost includes sales tax and shipping.

Prepared by Ron Baker, Sr. ASO Ext 4645
Jeff Byrle
 Department Head
 Board of Supervisors

Date: 3/23/07
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Budget Revision # _____ FOR INDIVIDUAL DEPT USE

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