

# MEMORANDUM

DEPARTMENT OF PUBLIC WORKS

County of Placer

TO: BOARD OF SUPERVISORS

DATE: February 5, 2008

FROM: KEN GREHM / KEVIN TABER

SUBJECT: ROAD MAINTENANCE DIVISION BUDGET/SIGN SHOP CUTTER-PLOTTER  
FIXED ASSET REVISION

---

## ACTION REQUESTED / RECOMMENDATION

Approve a revision to the Road Maintenance Division's list of Fixed Assets for the 07/08 budget by adding a cutter-plotter for use in the division's sign shop.

## BACKGROUND / SUMMARY

The Road Maintenance Division included the necessary funds (\$10,000) in its 07/08 budget to purchase a replacement cutter-plotter for use in its sign shop. However, the cutter-plotter was inadvertently left off of the fixed asset list. To continue with the procurement of the plotter, we must amend the Fixed Asset list in accordance with the Purchasing Policy Manual and add the plotter to the Fixed Asset list.

The Road Maintenance Division uses the cutter-plotter to manufacture road name signs throughout Placer County.

## ENVIRONMENTAL

This action is not a project as defined by Public Resources Code Section 21065 and is, therefore, exempt from environmental review under CEQA.

## FISCAL IMPACT

None. The purchase of the plotter was already included in the 07/08 budget.

