



MEMORANDUM
OFFICE OF THE
COUNTY EXECUTIVE
COUNTY OF PLACER

TO: Honorable Board of Supervisors
FROM: Thomas M. Miller, County Executive Officer
Submitted by: Cindy Martin, Risk Management Administrator
DATE: February 26, 2008
SUBJECT: Video Conferencing Equipment

REQUEST

It is requested that the Board of Supervisors approve the attached budget revision and add video conferencing system equipment to the Master Fixed Asset List.

BACKGROUND

The Organization Development (OD) budget includes funding to purchase video conferencing equipment. At the time the budget was developed, given the number of pieces of equipment needed, it was thought that only \$20,000 of the purchase would need to be classified as a fixed asset. Recently the Auditor Controller indicated the purchase would be capitalized and a budget revision is needed to recognize the cost as a fixed asset. Current estimates place the costs of the video conferencing equipment at \$55,156¹.

The purchase of this equipment will benefit all County departments as training opportunities can be simultaneously facilitated in several locations directly from the OD training facility in the DeWitt Government Center. Several other county offices have the video conferencing ability including the Tahoe Administration Building, Roseville Stonehouse Offices, Community Development Resources Center and Health and Human Services at Enterprise Drive. The Telecommunications Division is available to service this equipment as needed. This purchase is expected to result in future budget savings and labor efficiencies as courses can be offered in a cost-effective, interactive basis to several sites to Tahoe and Roseville from one "host" location in Auburn.

FISCAL IMPACT

Approval of the requested action will have no fiscal impact on the General Fund as it moves funding currently available for this purchase into fixed assets so that the video conferencing equipment can be capitalized.

¹ Quote from AT&T for the Tandberg Rev 1.0 is \$55,156 plus one year of maintenance at an additional \$4,379.

PAS DOCUMENT NO. _____

BUDGET REVISION

POST DATE:

Cash Transfer Required

Auditor-Controller

Reserve Cancellation Required

County Executive

Establish Reserve Required

Board of Supervisors

DEPT NO.	DOC TYPE	Total \$ Amount	TOTAL LINES
9	BR	70,312.00	5

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	
											09	014				991200	91200	4451				35,156.00
											09	015				991200	91200	2840				7,500.00
											09	015				991200	91200	2051				5,000.00
											09	015				991200	91200	1003				8,000.00
											09	015				991200	91200	2844				14,656.00
										TOTAL											TOTAL	
										0.00											70,312.00	

REASON FOR REVISION: Move funding for video conferencing equipment and support into fixed assets. Auditor Controller will capitalize the asset as a system.

Prepared by Therese Leonard Ext 4034

Department Head *Therese Leonard*

Date: 2/8/08

Board of Supervisors _____

Page: _____

Budget Revision # _____ FOR INDIVIDUAL DEPT USE

828