

MEMORANDUM
ASSESSOR DEPARTMENT
COUNTY OF PLACER

TO: Honorable Board of Supervisors
FROM: Bruce Dear, Assessor
DATE: March 25, 2008
SUBJECT: Request for a Budget Revision and Fixed Asset Purchase Approval

ACTION REQUESTED / RECOMMENDATION

1. Approve the attached Budget revision to increase the Assessor Department's Equipment (4451) expenditures by \$24,440 and decrease Professional Service (2555) expenditures by \$19,440 and Office Supplies (2523) by \$5,000.
2. Approve the purchase of one Canon DR-9080C scanner (\$6,615.18) and one HP MSL6026 2 SDL T600 Drive Library server tape backup unit (\$17,823.88).
3. Approve the addition of one scanner and one server tape backup unit to the Master Fixed Asset List.

BACKGROUND

The Assessor Department requires one additional scanner to efficiently continue the program to convert all essential records into an electronic format.

The Assessor needs to replace the existing server tape backup unit, which is experiencing technical problems that can not be easily repaired. These technical problems require excessive staff time and could compromise the department's ability to maintain adequate backup data of essential information.

FISCAL IMPACT

Funding is available within the Fiscal year 2007 – 08 Assessor Department budget for this purchase. The department will derive savings from Office Supplies by reducing spending on discretionary office equipment and deferring furniture purchases. Due to time line changes, some funding budgeted for Megabyte and department website enhancement projects is available for these fixed asset purchases.

BMD/DEP

Attachments (3)





706 Milford Road
Merrimack, NH 03054

QUOTATION

Quote # 2038395.02

PLEASE REFER TO THE ABOVE
QUOTE NUMBER WHEN ORDERING

Date: March 3, 2008

Valid through: April 2, 2008

Account #: 9138698

Account Executive: Cheri Gagnon
Phone: (800) 800-0019
Fax: (603) 683-1178
Email: cgagnon@govconnection.com

QUOTE PROVIDED TO:

AB#: 8402121
COUNTY OF PLACER
ASSESSOR
2980 RICHARDSON DRIVE
AUBURN, CA 95603

SHIP TO:

AB#: 8402121
COUNTY OF PLACER
ASSESSOR
2980 RICHARDSON DRIVE
AUBURN, CA 95603

DELIVERY				FOB		TERMS NET 30		CONTRACT ID #	
* Line #	Qty	Item #	Manuf. Part #	Description		Price	Ext		
1	1	4747460	8926A002	DR-9080C Color Production Scanner Canon Office Products		\$6,168.00	\$6,168.00		
	Lines: 1					Total Merchandise	\$6,168.00		
						Fee			
						Ship Via: Small Pkg Ground	64. pounds		
						Shipping and Handling			
						Tax	\$447.18		
						TOTAL	\$6,615.18		



706 Milford Road
Merrimack, NH 03054

QUOTATION

Quote # 2050186.01

PLEASE REFER TO THE ABOVE
QUOTE NUMBER WHEN ORDERING

Date: March 3, 2008

Valid through: April 2, 2008

Account #:

Account Executive: Cheri Gagnon
Phone: (800) 800-0019
Fax: (603) 683-1178
Email: cgagnon@govconnection.com

QUOTE PROVIDED TO:

AB#: 9688661
COUNTY OF PLACER
ADMINISTRATIVE SERVICES
2962 RICHARDSON DRIVE
AUBURN, CA 95603

SHIP TO:

AB#: 9688662
COUNTY OF PLACER
COUNTY CLERK-RECORDER OFFICE
2956 RICHARDSON DRIVE
AUBURN, CA 95603

DELIVERY		FOB		TERMS NET 30		CONTRACT ID # Dealer ID# 0337850002	
* Line #	Qty	Item #	Manuf. Part #	Description	Price	Ext	
1	1	6805150	AD583C	HP MSL6026 2 SDLT600 Drive Library HP StorageWorks	\$16,619.00	\$16,619.00	
	Lines: 1				Total Merchandise	\$16,619.00	
					Fee		
					Ship Via: Small Pkg Ground	88. pounds	
					Shipping and Handling		
					Tax	\$1,204.88	
					TOTAL	\$17,823.88	

PLACER COUNTY
BUDGET REVISION

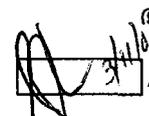
PAS DOCUMENT NO. _____

Dept No.	Doc Type	Total \$ Amount	Total Lines
03	BR	48,880.00	3

Cash Transfer Required

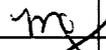
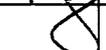
Reserve Cancellation Required

Establish Reserve Required

 3/11/08
 Auditor-Controller

County Executive

Board of Supervisors

ESTIMATED REVENUE ADJUSTMENT									APPROPRIATION ADJUSTMENT								
Dept No.	T Code	Rev	OCA	PCA	OBJ L-3	Proj. No.	G/L Sub GL	AMOUNT	Dept No.	T Code	Rev	OCA	PCA	OBJ L-3	Proj. No.	G/L Sub GL	AMOUNT
									03	14		035000	02013	4451			24,440.00
									03	15		035000	02013	2555			19,440.00
									03	15		035000	02013	2523			5,000.00
TOTAL									TOTAL								
									48,880.00								

REASON FOR REVISION: The Assessor Department requests the Board of Supervisor's approval to increase the Fixed Asset OL3 to \$24,440 in order to purchase one scanner and one server tape backup unit. The funds will be transferred from the department's existing Professional Service and Office Supply funding. The cost of the scanner is \$6,615.18 and the cost of the server tape backup unit is \$17,823.88.

Distribution:
 All copies to Auditor
 Rev 9/14/98

Department Head 
 Board of Supervisors _____
 Auditor-Controller _____

Date: 3/25/08
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 Budget Revision # _____

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