

**PLACER COUNTY**  
**ADMINISTRATIVE SERVICES DEPARTMENT**  
**MEMORANDUM**

**TO:** Honorable Board of Supervisors

**FROM:** Clark L. Moots, Director of Administrative Services 

**DATE:** October 6, 2009

**SUBJECT:** Recommendation to Ratify the Emergency Purchase of a Microwave Communication System, Approve a Technical Budget Revision and Add a Microwave System to the Administrative Services Department's Master Fixed Asset List.

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**RECOMMENDATION**

Ratify the emergency purchase of a Microwave Communication System, approve a technical budget revision in the amount of \$9,538.94 to the Telecommunication Division's FY9/10 budget unit and add a Microwave Communication System to the Administrative Services Department's Master Fixed Asset List in support of the County's Mobile Data Network.

**BACKGROUND**

The County's two-way radio systems are managed and maintained by the Administrative Services Department's Information Technology's Radio Service Group.

On August 27, 2009 the legacy microwave system that supports the County's Mobile Data Network located in Lake Tahoe failed due to a damaged power supply and an emergency purchase to restore critical mobile data communications services was necessary. The Mobile Data Network supports the County's public safety agencies including the Placer County Sheriff's Department. The unit was approximately 20 years old and no longer supported by the manufacturer.

The cost to replace the failed microwave system was \$9,538.94 and purchased in accordance with Purchasing Policy Manual Section 1.3(m), which addresses emergency purchases. Section 2.2 (c) of the Purchasing Policy requires emergency purchases exceeding \$5,000 to be submitted by the responsible department at the next regularly scheduled Board of Supervisors' meeting for ratification.

**FISCAL IMPACT**

Funds for the acquisition of the microwave system are budgeted within the Telecommunication Division's FY09/10 operating budget unit.

**Cc:** Ron Baker, Senior Administrative Services Officer  
Sandy Hammock, Senior Administrative Services Officer  
Jim Boggan, Purchasing Manager  
Jerry Gamez, IT Division Manager

Attachments

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## FISCAL IMPACT STATEMENT

TO: Honorable Board of Supervisors

FROM: Clark L. Moots, Director of Administrative Services



DATE: October 6, 2009

SUBJECT: **Fiscal Impact Statement**

Recommendation to Ratify the Emergency Purchase of a Microwave Communication System, Approve a Technical Budget Revision and Add a Microwave System to the Administrative Services Department's Master Fixed Asset List.

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The Administrative Services Department's Information Technology's Radio Services Group (Department) maintains the County's public safety two-way radio systems. The Department had an urgent need to purchase a replacement microwave system that supports the County's Mobile Data Network in Lake Tahoe.

The cost to replace the failed microwave system was \$9,538.94 and purchased in accordance with Purchasing Policy Manual Section 1.3(m) and Section 2.2 (c). The Department budgets appropriately for emergency purchases and funding is available in the Telecommunication Division's FY09/10 Budget Unit (02100).

Attachments

**ADDITIONS TO THE MASTER FIXED ASSET LIST**

**Administrative Services Department**

**Appropriation 0210**

1 each	Microwave System 2.4 GHz	<u>\$ 9,538.94</u>
	<b>Total Fixed Asset Additions</b>	<b>\$ 9,538.94</b>

**BUDGET REVISION**

PAS DOCUMENT NO.  
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**POST DATE:**

DEPT NO.	DOC TYPE	Total \$ Amount	TOTAL LINES
01	BR	19,077.88	2

Cash Transfer Required

Reserve Cancellation Required

Establish Reserve Required

*mx*

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	
											01	014		250	100	990210			4451			9,538.94
											01	015		250	100	990210			2290			9,538.94
<b>TOTAL</b>											<b>TOTAL</b>											
0.00											19,077.88											

REASON FOR REVISION: Technical Budget Revision to purchase Microwave System and add it to the Administrative Services Master Fixed Asset List.

Prepared by Melissa Nunnink Ext 4208

Department Head *[Signature]*

Board of Supervisors \_\_\_\_\_

Date: 10/6/09

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Budget Revision # \_\_\_\_\_ FOR INDIVIDUAL DEPT USE

300