



**MEMORANDUM
SHERIFF'S OFFICE
ADMINISTRATIVE SERVICES
County of Placer**

TO: Board of Supervisors

DATE: April 5, 2016

FROM: Edward N. Bonner

A handwritten signature in black ink, appearing to read "Edward N. Bonner".

SUBJECT: Sheriff's Office Vehicle Purchases

ACTION REQUESTED

Approve a Budget Revision to move \$57,000 within the Sheriff's FY 2015-16 Final Budget to purchase two (2) vehicles for the Sheriff's Office Fleet Services, authorize the Purchasing Manager to execute all related documents and add the vehicles to the Master Fixed Asset List.

BACKGROUND

In an effort to begin transitioning away from the less cost effective "Leased Vehicle" model for non-Patrol vehicles, the Sheriff's Office will begin purchasing replacement vehicles when current leases end. As part of this transition, the Sheriff's Fleet Services Division has identified the need to purchase two (2) vehicles to replace two vehicles with expiring leases: one Cargo Van for the Evidence Unit, and one 2 Wheel-Drive Sports Utility Vehicle for the Take-Home Car Program.

FISCAL IMPACT

Funding is available within the Sheriff's FY2015 -16 Final Budget, and will be moved from "Special Department Expenses" to "Fixed Assets" to complete the vehicle purchases. There is no impact to the County General Fund.

ATTACHMENTS

Master Fixed Asset List
Budget Revision

MASTER FIXED ASSET LIST
Appropriation 21950

Description	Quantity	Amount
Cargo Van	1	<u>\$25,000</u>
2WD SUV	1	<u>\$32,000</u>
Total		<u>\$57,000</u>

PAS DOCUMENT NO.

TECHNICAL BUDGET REVISION

POST DATE:

DEPT NO.	DOC TYPE	Total \$ Amount	TOTAL LINES
20	BR	114,000.00	2

- Cash Transfer Required
 Reserve Cancellation Required
 Establish Reserve Required

3/2/16 *[Signature]*
 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	GL	SubGL	AMOUNT	
											20	014				219508	92195	4451				57,000.00
											20	015				220012	92200	2840				57,000.00
TOTAL											TOTAL											
0.00											114,000.00											

REASON FOR REVISION: Transfer funds to Fleet Services equipment to purchase two vehicles

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Prepared by Rosie Dreher Ext 7848
 Department Head *[Signature]*
 Board of Supervisors _____

Date: 3/8/16

Page: _____

Budget Revision # _____ FOR INDIVIDUAL DEPT USE

