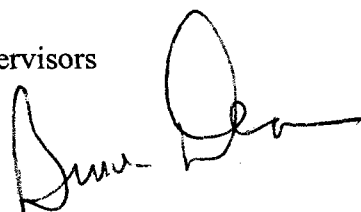


MEMORANDUM
ASSESSOR DEPARTMENT
COUNTY OF PLACER

TO: Honorable Board of Supervisors
FROM: Bruce Dear, Assessor
DATE: May 9, 2006
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 \$5,632, Equipment maintenance (2290) expenditures by \$1,104, Training (2844) expenditures by \$165 and decrease Professional Service (2555) expenditures by \$6,901.
2. Approve the purchase of one folding machine (\$12,732) with maintenance contract (\$1,104) and training (\$165) for a total of \$14,001.
3. Approve the addition of the folding machine to the Master Fixed Asset List.
4. Delete one scanner (\$7,100) from the FY 2005 – 06 Fixed Asset List.

BACKGROUND

The Assessor Department's folding machine has become unreliable with a increasing number of repairs. Due to the age of the machine, parts are more difficult to obtain and the machine is sometimes inoperable for several days. In order to assure that statutory mailing deadlines are met the department requires a more efficient unit with a 24 hour maintenance agreement.

The scanner requested in the FY 2006 – 07 budget will not be needed in the foreseeable future. The department wishes to use the existing \$7,100 in Equipment funding and the requested \$6,901 budget revision to purchase a new folding machine with a maintenance contract and training module.

FISCAL IMPACT

Funding is available within the Fiscal year 2005 – 06 Assessor Department budget for this purchase.

BMD/DEP

Attachments (2)



Pitney Bowes

CUSTOMER PROPOSAL

For:

Placer County Assessors

Auburn, Ca 95603

March 31, 2006

(530) 889 4300

RECEIVED

APR 04 2006

**PLACER
COUNTY ASSESSOR**

PURCHASE QUOTATION

QTY	ITEM	PROGRAM I.D.	DESCRIPTION	RENTAL AMOUNT***	UNIT PRICE	DISCOUNT/ TRADE IN ALLOWANCE	NET PRICE*	EMA/SMA TOTAL ANNUAL RATE
			Mall Stream Solution - 1					
1	DI4D	STANDARD	3 Station DI400 without OMR		\$11,860	\$0.00	\$0.00	\$0.00
1	F35B	STANDARD	DI350/400 & 3 Series Classic Operator Training		\$165	\$0.00	\$165.00	\$1,104.00
			TAX				\$871.81	
TOTALS							\$12,896.81	\$1,104.00

\$14,000.81

Includes shipping and handling

*** Billed quarterly for rented items.

* Applicable taxes will be added.

BUDGET REVISION

PAS DOCUMENT NO.

Dept No.	Doc Type	Total \$ Amount	Total Lines
03	BR	13,802.00	4

Cash Transfer Required

Auditor-Controller

Reserve Cancellation Required

County Executive

Establish Reserve Required

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
03	14		035000	02013	4451				5,632.00
03	14		035000	02013	2290				1,104.00
03	14		035000	02013	2844				165.00
03	15		035000	02013	2555				6,901.00
TOTAL									13,802.00

REASON FOR REVISION: The Assessor Department requests the Board of Supervisor's approval to increase the Fixed Asset OL3 from \$7,100 to \$12,732 in order to purchase a new folding machine. The department also requests approval to increase the Maintenance - Equipment OL3 by \$1,104 to cover the cost of the machine's maintenance contract and the Training OL3 by \$165 to cover training costs. The funds will be transferred from the department's existing Professional Services funding. The total cost of the folding machine is \$14,001.

Department Head *[Signature]*

Date: 4/24/06

Distribution:
All copies to Auditor

Board of Supervisors

Page: 1

Auditor-Controller

Budget Revision #

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