

**MEMORANDUM
DEPARTMENT OF FACILITY SERVICES
COUNTY OF PLACER**

To: **BOARD OF SUPERVISORS**

Date: **SEPTEMBER 12, 2006**

From:  **JAMES DURFEE / ALBERT RICHIE**

Subject: **APPROVE PURCHASE OF NEW SIGN MACHINE**

ACTION REQUESTED/RECOMMENDATION: Approve the purchase of a new Sign Machine for the Building Maintenance Division in the amount of \$8,500, approve the attached Budget Revision moving appropriations within the Building Maintenance Division budget and approve the addition of one (1) Sign Machine to the Master Fixed Asset List.

BACKGROUND: The Building Maintenance Division has utilized an automated sign making machine to make signs for various County buildings for more than ten years. In addition, this machine has historically been used to make decals for Sheriff Department vehicles.

The current machine has malfunctioned several times over the past few years and is now to the point where replacement parts are no longer available. With the recent relocation of several County departments and the anticipated move of several others, it is critical that directional signage be kept current to properly serve the public.

Since the estimated cost of a replacement sign machine is \$8,500, it exceeds the limit for a Fixed Asset and requires your Board's specific approval to purchase.

ENVIRONMENTAL CLEARANCE: This is an administrative action and is not subject to CEQA.

FISCAL IMPACT: There is funding available within the Building Maintenance Budget to fund this request. However, a Budget Revision is required to move appropriations from Maintenance – Buildings and Improvements to Equipment. There will be no net affect to the General Fund by approving this request.

JD/AR

ATTACHMENT: BUDGET REVISION

cc: COUNTY EXECUTIVE OFFICE
PROCUREMENT

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BUDGET REVISION

COPY

POST DATE:

DEPT NO.	DOC TYPE	Total \$ Amount	TOTAL LINES
12	BR	17,000.00	2

Cash Transfer Required
 Reserve Cancellation Required
 Establish Reserve Required

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
											12	014	100		991065	91065	4451				8,500.00
											12	015	100		991065	91065	2405				8,500.00
										TOTAL											
										0.00											
										17,000.00											

REASON FOR REVISION: To shift appropriations within the Building Maintenance budget for the purchase of a new Sign Machine and add it to the

Master Fixed Asset List

Prepared by Valerie Dwyer Ext 6803

Department Head _____
Board of Supervisors _____

Date: 9/12/06
Page: _____

Budget Revision # _____ FOR INDIVIDUAL DEPT USE

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