

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

To: Honorable Board of Supervisors Date: May 5, 2015  
From: Ken Grehm, Facility Services Interim Director  
By: Rob Unholz, Capital Improvements Program Manager  
Subject: Purchase of a Fixed Asset - Plotter

---

**ACTION REQUESTED:**

Approve a Budget Revision in the Capital Improvements appropriation to shift salary savings of \$11,000 to the fixed asset account for the purchase of a plotter and approve the addition of the plotter to the Master Fixed Asset list.

**BACKGROUND:** Capital Improvements frequently requires the use of a full sized plotter to print project graphics for review and presentation. The existing 12-year old plotter has outlived its useful life and can no longer be repaired. Funding is available through salary savings due to a position that remained vacant for the first six months of FY 2015-16.

**ENVIRONMENTAL CLEARANCE:** Not required.

**FISCAL IMPACT:** The total purchase cost of the plotter is estimated to be \$11,000, in budgeted net county cost. The attached Budget Revision shifts appropriations within the Capital Projects Fund from account 1002 - Salaries to account 4451 - Fixed Asset Equipment in the amount of \$11,000 for the purchase of a plotter.

ATTACHMENT: BUDGET REVISION

CC: COUNTY EXECUTIVE OFFICE  
PROCUREMENT SERVICES

KG:SB:RU:LJ:SH

T:\FAC\BSMEMO2015\PLOTTER\_PURCHASE.DOCX

PAS DOCUMENT NO.

Facility Service to do journal to transfer cash

**BUDGET REVISION**

**POST DATE:**

DEPT NO.	DOC TYPE	Total \$ Amount	TOTAL LINES
12	BR	22,000.00	2

Cash Transfer Required

Reserve Cancellation Required

Establish Reserve Required

AIM  Auditor-Controller *Mg*

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		140		991078	91078	4451				11,000.00
											12	015		140		991078	91078	1002				11,000.00
<b>TOTAL</b>										<b>TOTAL</b>												
0.00										22,000.00												

REASON FOR REVISION: TO SHIFT APPROPRIATIONS WITHIN THE CAPITAL PROJECTS FUND FROM SALARIES TO FIXED ASSET EQUIPMENT FOR THE PURCHASE OF A PLOTTER.

Prepared by Valerie Bayne Ext 6803  
 Department Head *Valerie Bayne*  
 Board of Supervisors \_\_\_\_\_

Date: 5/5/15  
 Page: \_\_\_\_\_

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