



Legislation Details (With Text)

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Type: Agenda Item **Status:** Approved

File created: 3/2/2016 **In control:** Board of Supervisors

On agenda: 3/22/2016 **Final action:** 3/22/2016

Title: Surveyor's Office requesting the Board consider the following:
1) Authorize Surveyor to purchase a large format scanner/plotter as replacement equipment, not previously identified on the departments fixed asset schedule; and
2) Approve a budget transfer utilizing departmental salary savings for the purchase (purchase price estimated at \$16,000).

FUNDING: General Fund.

Sponsors:

Indexes:

Code sections:

Attachments: 1. A - Budget Transfer Request 16-0218 3-22-16, 2. B - Draft PO for Plotter Scanner 16-0218 3-22-16, 3. C - Bids-Quotes Evaluation 16-0218 3-22-16

Date	Ver.	Action By	Action	Result
3/22/2016	1	Board of Supervisors	Approved	Pass

Surveyor's Office requesting the Board consider the following:
1) Authorize Surveyor to purchase a large format scanner/plotter as replacement equipment, not previously identified on the departments fixed asset schedule; and
2) Approve a budget transfer utilizing departmental salary savings for the purchase (purchase price estimated at \$16,000).

FUNDING: General Fund.

DEPARTMENT RECOMMENDATIONS:

The Surveyor's Office recommends the Board approve the purchase of a large format scanner/plotter as identified in Draft Purchase Order # PO201615240 (Attachmnet B). Surveyor needs the ability to plot and scan documents wider than 36" and without this equipment is not able to perform several of the required duties of the department. The department has identified salary savings from a vacant GIS position to pay for the equipment and stay within the departments net county cost.

DISCUSSION BACKGROUND:

The Surveyor's Office currently has a large format scanner/plotter needed for the production and replication of large format media. The current equipment is beyond repair and needs to be replaced. The estimated cost of replacement is approximately \$16,000, and the department has identified salary savings from a vacant GIS position to pay for the equipment and stay within the department's net county cost.

ALTERNATIVES:

An alternative would be to not authorize the Auditor to utilize salary savings to purchase the plotter. By utilizing this alternative, the Surveyor would not be able to fulfill some required duties of the office outside of identifying additional savings for the purchase. If this alternative is selected, the Surveyor

will include a request for purchase of a large format scanner/plotter as a fixed asset in the Fiscal Year 2016-17 budget request.

OTHER DEPARTMENT / AGENCY INVOLVEMENT:

N/A

CAO RECOMMENDATION:

Chief Administrative Office concurs with staff's recommendations.

FINANCIAL IMPACT:

There is no change in approved Net County Cost associated with this item. The equipment cost of \$16,000 will be offset by use of salary savings within the department's FY 2015-16 Adopted Budget.

CLERK OF THE BOARD FOLLOW UP ACTIONS:

N/A

STRATEGIC PLAN COMPONENT:

N/A

CONTACT:

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