

**COUNTY OF SAN LUIS OBISPO BOARD OF SUPERVISORS
AGENDA ITEM TRANSMITTAL**

(1) DEPARTMENT Public Works		(2) MEETING DATE February 7, 2006		(3) CONTACT/PHONE Annette Young, Administrative Services Manager (805) 781-5250	
(4) SUBJECT Request to Amend the Fixed Asset List for BU 405 - Public Works ISF to Replace a Failing Microfilm Reader/Printer (N00-E063) With Public Works Department Equipment Replacement Funds					
(5) SUMMARY OF REQUEST The Microfilm Reader/Printer, purchased in 1990, is failing to operate properly. It cannot be fixed because it is too old and is no longer supported by the manufacturer. The machine is used to provide copies of maps to the public. Therefore, it is necessary to replace the machine immediately so timely service to the public can be continued.					
(6) RECOMMENDED ACTION It is our recommendation that your Honorable Board:					
<ol style="list-style-type: none"> 1. Authorize a change to the 2005-06 Public Works Internal Service Fund (ISF), Budget Unit 405, list of authorized fixed assets to include the replacement of a Microfilm Reader/Printer at an estimated cost of \$12,000. 2. Declare the Microfilm Reader/Printer identified as Equipment No. N00-E063 to be surplus. 					
(7) FUNDING SOURCE(S) Public Works Dept. Equipment Replacement Fund		(8) CURRENT YEAR COST \$12,000.00		(9) ANNUAL COST -0-	
(10) BUDGETED? <input type="checkbox"/> YES <input type="checkbox"/> N/A <input checked="" type="checkbox"/> NO					
(11) OTHER AGENCY/ADVISORY GROUP INVOLVEMENT (LIST): None					
(12) WILL REQUEST REQUIRE ADDITIONAL STAFF? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes, How Many? _____ <input type="checkbox"/> Permanent _____ <input type="checkbox"/> Limited Term _____ <input type="checkbox"/> Contract _____ <input type="checkbox"/> Temporary Help _____					
(13) SUPERVISOR DISTRICT(S) All			(14) LOCATION MAP <input type="checkbox"/> Attached <input checked="" type="checkbox"/> N/A		
(15) AGENDA PLACEMENT <input checked="" type="checkbox"/> Consent <input type="checkbox"/> Hearing (Time Est. _____) <input type="checkbox"/> Presentation <input type="checkbox"/> Board Business (Time Est. _____)			(16) EXECUTED DOCUMENTS <input type="checkbox"/> Resolutions (Orig + 4 copies) <input type="checkbox"/> Contracts (Orig + 4 copies) <input type="checkbox"/> Ordinances (Orig + 4 copies) <input checked="" type="checkbox"/> N/A		
(17) NEED EXTRA EXECUTED COPIES? <input type="checkbox"/> Number: _____ <input type="checkbox"/> Attached <input checked="" type="checkbox"/> N/A			(18) APPROPRIATION TRANSFER REQUIRED? <input type="checkbox"/> Submitted <input type="checkbox"/> 4/5th's Vote Required <input checked="" type="checkbox"/> N/A		

Reference: 06FEB7-C-7

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(19) ADMINISTRATIVE OFFICE REVIEW

OK Leslie B...

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2.7.06*



SAN LUIS OBISPO COUNTY DEPARTMENT OF PUBLIC WORKS

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TO: Board of Supervisors

FROM: Annette Young, Administrative Services Manager *ay*

VIA: Paavo Ogren, Deputy Director of Public Works *PAO*

DATE: February 7, 2006

SUBJECT: Request to Amend the Fixed Asset List for BU 405 - Public Works ISF to Replace a Failing Microfilm Reader/Printer (N00-E063) with Public Works Department Equipment Replacement Funds

Recommendation

It is our recommendation that your Honorable Board:

1. Authorize a change to the 2005-06 Public Works Internal Service Fund (ISF), Budget Unit 405, list of authorized fixed assets to include the replacement of a Microfilm Reader/Printer at an estimated cost of \$12,000.
2. Declare the Microfilm Reader/Printer identified as Equipment No. N00-E063 to be surplus.

Discussion

The microfilm reader/printer was purchased in 1990. Recently, it has been failing to operate properly. It cannot be fixed because the machine is too old and is no longer supported by the manufacturer. It is primarily used to look up historical property information that is stored in microfilm/microfiche format for members of the public. Immediate replacement of the machine is needed for timely service to the public.

Other Agency Involvement/Impact

The Department of General Services coordinates the auction and disposition of surplus equipment.

Financial Considerations

This purchase will replace a failing 15-year old microfilm reader/printer. The cost of the new machine is estimated to be \$12,000. The funds will be provided by existing Internal

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Service Fund (ISF) equipment replacement reserves that were collected as accumulated depreciation on the current machine. Accordingly, there is no net County cost involved with the purchase.

Results

The results of this action will be that a new microfilm reader/printer will enable our department to provide timely services to the public for their mapping, historical and engineering needs.

File: Equipment- General

Reference: 06FEB7-C-7

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