

SUBMITTAL TO THE BOARD OF SUPERVISORS
COUNTY OF RIVERSIDE, STATE OF CALIFORNIA



ITEM
3.40
(ID # 7346)

MEETING DATE:

Tuesday, June 26, 2018

FROM : HUMAN RESOURCES:

SUBJECT: HUMAN RESOURCES: Approval of the Purchase and Budget Adjustment for the purchase of a fixed asset, All Districts. [\$0 - Departmental Budget 100%]; 4/5 Vote.

RECOMMENDED MOTION: That the Board of Supervisors:

1. Approve the purchase of one (1) Multi-Function Copier not to exceed \$7,950.
2. Approve and direct the Auditor-Controller to make the budget adjustments as shown on Schedule A.

ACTION: 4/5 Vote Required, Policy

Michael Bowers
Michael Bowers, Interim HR Director

6/14/2018

MINUTES OF THE BOARD OF SUPERVISORS

On motion of Supervisor Perez, seconded by Supervisor Tavaglione and duly carried, IT WAS ORDERED that the above matter is approved as recommended.

Ayes: Jeffries, Tavaglione, Washington and Perez
Nays: None
Absent: Ashley
Date: June 26, 2018
xc: HR, Auditor

Kecia Harper-Ihem
Clerk of the Board

Kecia Harper-Ihem
Deputy

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FINANCIAL DATA	Current Fiscal Year:	Next Fiscal Year:	Total Cost:	Ongoing Cost
COST	\$ 0	\$ 0	\$ 0	\$ 0
NET COUNTY COST	\$ 0	\$ 0	\$ 0	\$ 0
SOURCE OF FUNDS: Departmental Budgets 100%			Budget Adjustment:	Yes
			For Fiscal Year:	17/18

C.E.O. RECOMMENDATION: Approve

BACKGROUND:

Summary

The Human Resources' Department is seeking to purchase a high volume color copier to replace the color copier which reached end of life. A high volume copier is needed to support human resources operations to print a variety of high volume documents, such as multiple sets of Memorandums for union negotiations, classification and compensation reports, payroll registers, etc. Human Resources received three bids for the copier and will purchase the copier from the lowest bidder.

For FY17/18, the Human Resources' Department is requesting a budget adjustment of \$7,950 for the purchase of the equipment in the current budget.

Impact on Residents and Businesses

There is no impact on residents and businesses.

Additional Fiscal Information

There are sufficient funds in the Human Resources' department FY 17/18 budget and no new County funds are required. The request for budget adjustment is to transfer the appropriation from its Maintenance - Building and Improvement appropriation to cover the fixed asset costs.

ATTACHMENTS:

SCHEDULE A. BUDGET ADJUSTMENT

FY 17-18

Increase Appropriations:

10000-1130100000-546140 Office equipment	\$7,950
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Decrease Appropriations:

10000-1130100000-522310 Maint-building and improvement	\$7,950
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Lani Sison, Principal Management Analyst 6/20/2018