

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

(1) DEPARTMENT Public Works	(2) MEETING DATE 4/1/2014	(3) CONTACT/PHONE Annette Young, Administrative Services Manager (805) 781-5250	
(4) SUBJECT Request to amend the FY 2013-14 Fixed Asset List for Fund Center 405 – Public Works Internal Service Fund to replace a microfilm reader/printer and an autoclave, and to authorize the trade-in of the current reader/printer and declare the current autoclave surplus. All Districts.			
(5) RECOMMENDED ACTION It is recommended that the Board authorize a change to the FY 2013-14 Public Works ISF list of authorized fixed assets to include: <ol style="list-style-type: none"> 1. The replacement of a microfilm reader/printer at an estimated cost of \$12,500; and 2. The replacement of an autoclave at an estimated cost of \$14,500; and 3. Authorization to dispose of the current microfilm reader/printer via trade-in on the purchase of a new machine and declare the current autoclave surplus. 			
(6) FUNDING SOURCE(S) ISF Equipment Replacement Reserves	(7) CURRENT YEAR FINANCIAL IMPACT \$27,000.00	(8) ANNUAL FINANCIAL IMPACT \$0.00	(9) BUDGETED? Yes
(10) AGENDA PLACEMENT <input checked="" type="checkbox"/> Consent <input type="checkbox"/> Presentation <input type="checkbox"/> Hearing (Time Est. ___) <input type="checkbox"/> Board Business (Time Est. ___)			
(11) EXECUTED DOCUMENTS <input type="checkbox"/> Resolutions <input type="checkbox"/> Contracts <input type="checkbox"/> Ordinances <input checked="" type="checkbox"/> N/A			
(12) OUTLINE AGREEMENT REQUISITION NUMBER (OAR) N/A		(13) BUDGET ADJUSTMENT REQUIRED? BAR ID Number: N/A <input type="checkbox"/> 4/5 Vote Required <input checked="" type="checkbox"/> N/A	
(14) LOCATION MAP N/A	(15) BUSINESS IMPACT STATEMENT? No	(16) AGENDA ITEM HISTORY <input checked="" type="checkbox"/> N/A Date:	
(17) ADMINISTRATIVE OFFICE REVIEW <i>Nikki J. Schmidt</i>			
(18) SUPERVISOR DISTRICT(S) All Districts -			

Reference: 14APR01-C-3

County of San Luis Obispo



TO: Board of Supervisors

FROM: Public Works

Annette Young, Administrative Services Manager

VIA: John Diodati, Department Administrator

DATE: 4/1/2014

SUBJECT: Request to amend the FY 2013-14 Fixed Asset List for Fund Center 405 – Public Works Internal Service Fund to replace a microfilm reader/printer and an autoclave, and to authorize the trade-in of the current reader/printer and declare the current autoclave surplus. All Districts.

RECOMMENDATION

It is recommended that the Board authorize a change to the FY 2013/14 Public Works ISF list of authorized fixed assets to include:

1. The replacement of a microfilm reader/printer at an estimated cost of \$12,500; and
2. The replacement of an autoclave at an estimated cost of \$14,500; and
3. Authorization to dispose of the current microfilm reader/printer via trade-in on the purchase of a new machine and declare the current autoclave surplus.

DISCUSSION

Microfilm Reader/Printer

A microfilm reader/printer is used by the Public Works Department for viewing, scanning, and printing reel tape and microfiche, which are still the media for a significant portion of our historical documents. The current machine, which was purchased in 2006, has become obsolete and the printer has recently failed. A new digital machine is needed to maintain the current level of service to our department and to the public. Staff is currently using a loaner machine provided by a supplier until a new one can be purchased.

Autoclave

The purchase of an autoclave is needed for the Public Works Water Quality Laboratory (WQL) to replace an 8 year old unit that has failed. The autoclave is a critical piece of equipment utilized by the WQL when performing bacteriological analysis of water and wastewater in accordance with related

regulations. It is used to sterilize media necessary to conduct these bacteriological analyses. Additionally, it is needed to comply with Environmental Laboratory Accreditation Program (ELAP) regulatory requirements for a laboratory certified to conduct drinking water, wastewater, and recreational water bacteriological analysis. A laboratory needs ELAP certification in the field of testing in order to use the results of that testing for any regulatory required monitoring report. Since the unit failed, laboratory staff has had to purchase pre-sterilized supplies at an increased cost to the County. Additionally, staff has had to transport completed test materials to the County's Public Health Laboratory for final disinfection resulting in increased labor costs.

OTHER AGENCY INVOLVEMENT/IMPACT

General Service Purchasing will solicit bids for the replacement equipment and will surplus the existing autoclave.

FINANCIAL CONSIDERATIONS

The funding for the new reader/printer and the new autoclave will come from BU 405 – Public Works ISF equipment replacement reserves. No General Fund money is required to fund either purchase.

The old reader/printer will be traded in and any value will be used against the purchase price of the new machine. The autoclave will be sent to surplus.

RESULTS

The results of this action will provide Public Works with urgently needed equipment necessary to continue providing cost-efficient and reliable services that ensure the health and safety of the citizens of San Luis Obispo County.

File: Equipment - General

Reference: 14APR01-C-3

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