

Agenda Summary Report (ASR)

Franklin County Board of Commissioners

DATE SUBMITTED: 3-8-21	PREPARED BY: John Rosenau & Tom Westerman
Meeting Date Requested: 3-16-21	PRESENTED BY: John Rosenau
ITEM: (Select One) <input checked="" type="checkbox"/> Consent Agenda <input type="checkbox"/> Brought Before the Board Time needed:	
SUBJECT: Purchase of two Vehicles for Assessor's Office	
FISCAL IMPACT: \$56,000	
BACKGROUND: The Assessor's office currently has 5 appraisers with an additional appraiser position on hold. Currently, the Assessor's office has 4 vehicles 1- 1997, 2-2005's, 1-2016. The 1997 is in need of repairs that meet or exceed the estimated value of the vehicle. Both 2005's are in need of replacement. With the purchase of 2 new vehicles and the removal of the 1997 from the Assessor's fleet, there would be 3 reliable vehicles for a staff of up to 6 appraisers and 2 older vehicles to complete the 2021 year. Additional vehicle needs will be addressed in the 2022 budget year.	
RECOMMENDATION: Purchase this year 2 new vehicles this year with funds within Assessor's Budget 101040 59700 – Transfer Out \$26,036.00 from salary of pending Appraiser Position in to 101040-641405 – Assessor's Equipment. Transfer From Non Departmental 101700 5001 – Contingency \$29,964.00 into Assessor's Office 101040 641405 – Assessor's Equipment, For a total In of \$56,000.	
COORDINATION: Quotes have been obtained from 4 sources to include the state contract and Corwin Ford of Pasco was the low quote for 2 Ford Escape S AWD at \$54,532.10. With Delivery of the vehicles taking up to 16 weeks, we would place the order immediately. Additional safety equipment and signage makes up the remaining amount to get to \$56,000.00. The 1997 Jeep, being under \$2500.00 in value, would be sold and funds placed into 101040 39510000 Proceed Sale Asset.	
ATTACHMENTS: (Documents you are submitting to the Board) ASR/Resolution	
HANDLING / ROUTING: (Once document is fully executed it will be imported into Document Manager. Please list <u>name(s)</u> of parties that will need a pdf) John Rosenau, Assessor's Office Thomas Westerman, Auditor's Office	

I certify the above information is accurate and complete.



Assessor Name, Title

FRANKLIN COUNTY RESOLUTION NO. _____

BEFORE THE BOARD OF COUNTY COMMISSIONERS, FRANKLIN COUNTY, WASHINGTON

RE: 2021 INTER-BUDGET AND INTER-DEPARTMENT TRANSFERS TOTALING \$56,000 FOR THE PURCHASE OF TWO CURRENT EXPENSE ASSESSOR’S OFFICE DEPARTMENT VEHICLES

WHEREAS, the County Assessor is in need of reliable vehicles for his appraisal staff to conduct their county-wide appraisal work; and

WHEREAS, the current fleet of Assessor’s vehicles is in need of replacement, one being a 1997 Jeep valued at less than \$2,500.00 and two 2005 Hyundai’s, two new vehicles are needed immediately, and the remaining fleet to be evaluated for the upcoming 2022 Current Expense budget; and

WHEREAS, a minimum of three Quotes have been obtained in addition to the state contract and Corwin Ford of Pasco was the low quote for two vehicles.

WHEREAS, there are funds available in the Assessor’s Office due to a position in the budget that is currently vacant, and will be for at least four months this year; and other funds available (\$225,000 out of the budgeted amount of \$250,000) in the Current Expense Non-Departmental Contingency line 101700 5001,

NOW THEREFORE BE IT RESOLVED that the Board of Commissioners hereby approve the following inter-budget and inter-department transfers and the purchase of two 2021 Escape S AWD vehicles from Corwin Ford for the Assessor’s Office in the amount not to exceed \$56,000.00 and the sale of the 1997 Jeep with funds placed into 101040 39510000 proceed sale asset:

Transfers From:	Assessor’s Salary and Benefit Line Items: 101040 1000/20XX	\$26,036.00
	Non-Departmental Contingency Line: 101700 5001	\$29,964.00
Transfer To:	Assessor’s Office Equipment	Line: 101040 641405
		\$56,000.00

APPROVED this 16th day of March 2021

**BOARD OF COUNTY COMMISSIONERS
FRANKLIN COUNTY, WASHINGTON**

Chair

Attest:

Chair Pro Tem

Clerk to the Board

Member

Originals: Assessor
Auditor / Accounting

cc: County Administrator