

**TOWN OF PRESCOTT VALLEY
REQUEST FOR COUNCIL ACTION
Date: December 13, 2012**

SUBJECT: Budget Transfer from Printing & Publishing Operating Account to Capital Equipment Account

SUBMITTING DEPARTMENT: Community Development

PREPARED BY: Vikie Anderson, Administrative Supervisor, for Richard Parker, Community Development Director

AGENDA LOCATION: Comments/Communications , Consent , Work/Study ,
New Business , Public Hearing , Second Reading

ATTACHMENTS: None

SUMMARY/BACKGROUND: Monies were budgeted in the Community Development Capital Budget for fiscal year 2012-13, under account #101.3021.700.7435, for the purchase of a new multi-functional (color printer/copier/scanner/fax) system. At the time of the budget preparation, \$6000 was budgeted for an IKON multi-functional system; however, since that time, IKON no longer is on a state contract, which increased the purchase price to \$8500. Community Development has now obtained a new quote from Konica Minolta for similar multi-functional (color printer/copier/scanner/fax) system called a Bizhub. The “Bizhub” will be cost effective long term with its annual maintenance program and multi-functional properties. The price for the Konica Minolta is approximately \$1,000 greater than the original \$6,000 budgeted for; therefore, a budget transfer is necessary to accommodate the purchase.

As per Town policy, budget transfers affecting the Capital Budget require Council approval; therefore, staff is bringing this proposal to Council for approval.

The Printing and Publishing, account 101.3021.665.5520, in the Planning Operating Budget can afford the \$1,000 funds transfer to Planning, Capital Budget account 101.3021.700.7435 for the purchase of the Konica Minolta, Bizhub system.

Staff is proposing to transfer the \$1,000 from the Community Development Planning Operating Budget account to the Community Development Planning Capital Budget account as described in the table below.

The following table shows the proposed budget transfer:

	Account Description	Original Budget	Transfer Amt	Revised Budget
From Operating Account				
101.3021.665.5520	Printing & Publishing	\$15,194	-\$1,000	\$14,194
To Capital Account				
101.3021.700.7435	Machinery & Equipment	\$6,000	\$1,000	\$7,000
Total		\$21,194	-0-	\$21,194

OPTIONS ANALYSIS: The Council may approve the transfer of needed funds to purchase a new Konica Minolta system, or decline to approve the transfer.

ACTION OPTION: Motion to approve \$1000 transfer from the Community Development Operating account 101.3021.665.5520 to account 101.3021.700.7435 Capital Budget, Machinery & Equipment, for the purchase of a Konica Minolta printer/copier/scanner/fax system. **VOTE.**

RECOMMENDATION: Staff recommends approval of a budget transfer of \$1,000 from the Community Development Operating Budget to the Community Development Capital Budget.

FISCAL ANALYSIS: There is no fiscal impact as no additional funds are being requested; the action is only moving budgeted funds from one account, 101.3021.665.5520, to another, #101.3021.700.7435.

REVIEWED BY:

Management Services Director _____

Town Clerk _____

Town Attorney _____

Town Manager _____

COUNCIL ACTION:

Approved Denied Tabled/Deferred Assigned to _____