

**TOWN OF PRESCOTT VALLEY
REQUEST FOR COUNCIL ACTION**

Date: August 14, 2014

SUBJECT: Transfer HR Operations funds to Capital Equipment (Copier Purchase)

SUBMITTING DEPARTMENT: Human Resources

PREPARED BY: Karen Smith, Human Resources Director

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

ATTACHMENT: a) Konica Minolta Quote

SUMMARY BACKGROUND:

As part of the FY14-15 budget process, HR requested and was approved a Capital Equipment purchase for a new copier in the projected amount of \$4,000. The request was to replace present equipment (copier, printer, fax machine) that is more than 10 years old each and replace it with an all-in-one machine that meets HR operational needs. The actual purchase price is \$5,895.

Transfer from HR operational funds to Capital Equipment in the amount of \$1,895 is requested so the needed equipment may be purchased.

OPTION ANALYSIS: The Council may vote to:

- 1.) approve this related budget transfer, **OR**
- 2.) not approve the related budget transfer, **AND/OR**
- 3.) direct staff to pursue other options.

ACTION OPTION: Motion to approve budget transfer from the HR Operational Funds to the Capital Equipment in the amount of \$1,895 **OR** Motion not to approve budget transfer. **VOTE.**

RECOMMENDATION: Town staff recommends approval of the related budget transfer.

FISCAL ANALYSIS: Funds would be transferred from Human Resources Operational Funds (101-3300-613-6115) to Capital Equipment in the amount of \$1,895 for the equipment's remaining purchase cost.

REVIEWED BY:

Management Services Director _____ Town Clerk _____

Town Attorney _____

Town Manager _____

COUNCIL ACTION:

Approved Denied Tabled/Deferred Assigned to _____