

**TOWN OF PRESCOTT VALLEY  
REQUEST FOR COUNCIL ACTION  
Date: February 24, 2011**

**SUBJECT:** Budget Transfers for Copier Purchase

**SUBMITTING DEPARTMENT:** Public Works

**PREPARED BY:** Deanna Serino, Administrative Assistant, for  
Norm Davis, P.E., Public Works Director

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

**ATTACHMENTS:** None

**SUMMARY BACKGROUND:** The Public Works Department is currently using a copier machine purchased in 2004. The service maintenance technician has advised the machine has reached service life with parts no longer manufactured for repairs and yearly a maintenance agreement will no longer be available.

The copier machine also serves as a scanner which has helped reduce file cabinet needs and automated filing systems. The machine fully supports the Public Works and Utilities departments.

Staff's request to Council is to approve budget transfers from operating accounts to a capital budget account for copier machine replacement. The purchase will be made under a State Contract at a reduced amount of \$4,509 (not including tax).

**OPTION ANALYSIS:** Council may approve the proposed transfers, direct Staff to modify the transfers, or decline approval of the transfers.

**ACTION OPTION:** Motion to approve the transfer of funds from the Public Works and Utilities Operating accounts to a Capital Equipment account, **OR** Motion not to approve the budget transfer of funds. **VOTE.**

**RECOMMENDATION:** Staff recommends approval of the budget transfer of funds for the purchase of a new copier machine.

**FISCAL ANALYSIS:**

FROM OPERATING ACCOUNTS:		Transfer Amt.	Net Balance after Transfer	
FISCAL YR 2010/2011	101-5530-661-6126	-\$1,200.00	\$223.00	FISCAL YR 2010/2011
	101-5540-619-6126	-\$1,200.00	\$800.00	
	511-7020-641-6126	-\$1,200.00	\$188,134.00	
	202-5510-631-6126	-\$1,400.00	\$5,153.00	
	Total Transfer:	-\$5,000.00		
	<b>Transfer To:</b>			
	202-5510-700-7410	\$5,000.00		

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**REVIEWED BY:**

Management Services Director \_\_\_\_\_

Town Clerk \_\_\_\_\_

Town Attorney \_\_\_\_\_

Town Manager \_\_\_\_\_

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**COUNCIL ACTION:**

Approved    Denied    Tabled/Deferred    Assigned to \_\_\_\_\_