

**TOWN OF PRESCOTT VALLEY
REQUEST FOR COUNCIL ACTION
Date: May 26, 2011**

SUBJECT: Budget Transfers for Copier Purchase

SUBMITTING DEPARTMENT: Council/Management

PREPARED BY: Ryan Judy, Deputy Town Manager

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

ATTACHMENTS: None

SUMMARY BACKGROUND: The Council & Management Departments are currently using a copier that was received as a “hand me down” from the legal department in 2005. The machine is approximately 10 years old and nearing the end of its useful life.

The proposed copier purchase would serve Council, the Town Manager’s Office, Capital Projects, Economic Development, Water Resources, and the Legal Dept. It will also serve as a scanner to help reduce paperwork and archive electronic documents and replace 3 different printers currently in use.

Staff’s request to Council is to approve a budget transfer from operating accounts to capital accounts in the Council & Management Departments for copier machine replacement. The purchase will be made under a State Contract with competitive bid pricing.

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 Council and Management operating accounts to the capital equipment accounts. **VOTE.**

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

FISCAL ANALYSIS:

FISCAL YR 2010/2011	Transfer From:		FISCAL YR 2010/2011
	101-1000-611-59.20	-\$1,000.00	
	101-1000-611-59.32	-\$2,000.00	
	101-1000-611-61.75	-\$400.00	
	Total Transfer:		
		-\$3,400.00	
	Transfer To:		
	101-1000-611-74.10	\$3,400.00	
	Transfer From:		
	101-2000-613-59.32	-\$1,200.00	
101-2000-613-61.10	-\$400.00		
101-2000-613-62.10	-\$800.00		
		-\$2,400.00	
Transfer To:			
101-2000-613-74.10	\$2,400.00		

REVIEWED BY:

Management Services Director _____

Town Clerk _____

Town Attorney _____

Town Manager _____

COUNCIL ACTION:

Approved Denied Tabled/Deferred Assigned to _____