

ITEM 10.F.

MOORPARK CITY COUNCIL AGENDA REPORT

TO: Honorable City Council

FROM: Ron Ahlers, Finance Director *RA*

DATE: February 23, 2010 (City Council meeting of March 3, 2010)

SUBJECT: Consider Resolution Authorizing the Purchase of a Laser Printer for the Finance Department and Amending the Fiscal Year 2009/10 Budget

BACKGROUND

The City utilizes a stand-alone dedicated laser printer for the production of payroll checks, accounts payable checks and financial reports. The current printer has a history of malfunctions: paper jams, ink smudges and over heating. The printer is a couple of years old with total pages printed in excess of 57,000. The current speed of the printer is slow.

DISCUSSION

We request City Council authorization to purchase a new laser printer for this function. Staff is recommending the purchase of a HP LaserJet P4515N Printer. This printer prints in black & white at 62 pages per minute. The speed is important as Finance can print up to 300 accounts payable checks at one time. The printer's estimated cost is under \$2,000 and will be procured out of the Equipment Replacement Fund.

FISCAL IMPACT

The Equipment Reserve Fund currently has \$440,000 in cash. This request will reduce the cash available by \$2,000.

STAFF RECOMMENDATION (Roll Call Vote)

Adopt Resolution No. 2010-_____ amending the fiscal year 2009/2010 budget as noted in Exhibit "A" to the attached resolution.

Attachment:

Resolution No. 2010-_____

RESOLUTION NO. 2010 - _____

A RESOLUTION OF THE CITY COUNCIL OF THE
CITY OF MOORPARK, CALIFORNIA AUTHORIZING
USE OF THE EQUIPMENT REPLACEMENT FUND
TO PURCHASE A LASER PRINTER

WHEREAS, on July 1, 2009, the City Council adopted the Operating and Capital Improvement Budget for Fiscal Year 2009/10; and

WHEREAS, a staff report has been presented to the City Council requesting to purchase a laser printer from the Equipment Replacement Fund (4003)

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF MOORPARK DOES HEREBY RESOLVE AS FOLLOWS:

SECTION 1: That a Budget Amendment in the aggregate increase of \$2,000, as more particularly described in Exhibit "A", is hereby approved.

SECTION 2: The City Clerk shall certify to the adoption of this resolution and shall cause a certified resolution to be filed in the book of original resolutions.

PASSED AND ADOPTED this 3rd day of March, 2010.

Janice S. Parvin, Mayor

ATTEST:

Maureen Benson, Assistant City Clerk

Attachment: Exhibit 'A': Budget Appropriation

**Budget Amendment for
Equipment Replacement Fund
To Purchase One Laser Printer
FY 2009/10**

A. Fund Allocation

Fund Description	Account	Amount
Equipment Replacement Fund	4003-5500	\$ 2,000
	Total	\$ 2,000

B. Appropriation Allocation

Budget Number	Adopted Budget	Budget Change	Revised Budget
4003-5110-0000-9201	\$ 0	\$ 2,000	\$ 2,000

Finance Approval: 