

TO: CHAIR AND MEMBERS
FINANCIAL MANAGEMENT COMMITTEE

DATE: 2018 March 07

FROM: DIRECTOR FINANCE

FILE: 7300-20

**SUBJECT: ONE-COLOUR OFFSET PRESS REPLACEMENT
PRINTSHOP EQUIPMENT**

PURPOSE: To request a Capital Reserve Fund Bylaw to finance the One-Colour Offset Press Replacement Project.

RECOMMENDATION:

1. **THAT** the Financial Management Committee recommend Council authorize the City Solicitor to bring forward a Capital Reserve Fund Bylaw in the amount of \$90,000 to finance a One-Colour Offset Press Replacement Project as outlined in this report.

REPORT**1.0 INTRODUCTION**

The Printshop requires replacement of a One-Colour Offset Press as part of its equipment fleet. The One-Colour Offset Press equipment is generally used for much of the forms and stationary printing, along with smaller runs that are deviated from the larger press equipment. The current press equipment is nearing 5 years beyond its useful life, and requires more frequent repairs and maintenance to ensure its continued operations. Replacing the current equipment with today's press technology would enable us to run multi-colour work in one pass, and would also provide larger sheet sizes to be printed with this equipment.

2.0 POLICY SECTION

The One-Colour Offset Press Replacement Project is aligned with the City of Burnaby's Corporate Strategic Plan by supporting the following goals and sub-goals of the plan:

A Thriving Organization

- Reliable services, technology, and information
- Technology and innovation

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3.0 ONE-COLOUR OFFSET PRESS REPLACEMENT PROJECT

The One-Colour Offset Press Replacement Project is estimated to cost \$90,000. Along with the purchase of the equipment, additional electrical upgrades are required to allow the equipment to be fully operational. Electrical upgrades include a new circuit panel and breakers. The purchase of the equipment and additional electrical upgrade works is expected to be completed in 2018.

These expenditures are included in the 2018 – 2022 Provisional Financial Plan and sufficient Capital Reserve Funds are available to finance the capital project outlined in this report.

4.0 RECOMMENDATION

It is recommended that the Financial Management Committee recommend Council authorize the City Solicitor to bring forward a Capital Reserve Fund Bylaw in the amount of \$90,000 to finance the One-Colour Offset Press Replacement Project as outlined in this report.



Noreen Kassam, CPA, CGA
DIRECTOR FINANCE

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Copied to: City Manager