

TO: CHAIR AND MEMBERS
FINANCIAL MANAGEMENT COMMITTEE

DATE: 2019 April 10

FROM: DIRECTOR FINANCE

FILE: 7300-20

SUBJECT: LATEX LARGE FORMAT PRINTER REPLACEMENT PROJECT

PURPOSE: To request a Capital Reserve Fund Bylaw to finance the Latex Large Format Printer 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 \$55,000 to finance a Latex Large Format Printer Replacement Project as outlined in this report.

REPORT**1.0 INTRODUCTION**

The Printshop requires replacement of the existing large format printer as part of its equipment fleet. This printer is one of the most highly used equipment available in the Printshop's overall activities for the past several years. It allows for the printing of a variety of public service announcements, marketing and communication of upcoming City events, and safety messages for a diverse number of City departments and external customers. This printer has seen more than 600 individual work orders in 2018, and it is anticipated that the numbers will continue to grow in the coming years given the ease, efficiency and overall cost of this media vehicle. This project also serves to move from solvent based ink technology to latex for improved environmental health/safety considerations.

2.0 POLICY SECTION

The Latex Large Format Printer 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 –
Protect the integrity and security of City information, services and assets
 - Technology and innovation –
Support technology development and innovation to empower staff and to advance community objectives

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3.0 LATEX LARGE FORMAT PRINTER REPLACEMENT – (CBY.0009) – \$55,000

The Latex Large Format Printer Replacement Project is estimated to cost \$55,000. The purchase of the equipment is expected to be completed in 2019.

These expenditures will be included in the 2019 – 2023 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 \$55,000 to finance a Latex Large Format Printer Replacement Project as outlined in this report.



Noreen Kassam, CPA, CGA
DIRECTOR FINANCE

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Copied to: City Manager