

TO: CHAIR AND MEMBERS
FINANCIAL MANAGEMENT COMMITTEE

DATE: 2020 February 28

FROM: DIRECTOR FINANCE

FILE: 7300-20

**SUBJECT: PRINTSHOP EQUIPMENT REPLACEMENT
NUMBERING, PERFORATION, AND SCORING MACHINE**

PURPOSE: To request a Capital Reserve Fund Bylaw to finance the Numbering, Perforation and Scoring Machine Replacement Project for the Printshop.

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 \$35,000 to finance the Numbering, Perforation and Scoring Machine Replacement Project as outlined in this report.

REPORT**1.0 INTRODUCTION**

The Printshop requires replacement of the existing numbering, perforation and scoring machine as part of its equipment fleet. This device has served its purpose well for 15 years and is at the end of its life cycle. It allows for the numbering, perforating and scoring of a variety of forms and documents used throughout City departments and also for mail outs to residents/businesses.

2.0 POLICY SECTION**Goal**

- 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

To: Financial Management Committee
From: Director Finance
Re: Printshop Equipment Replacement
Numbering, Perforation, and Scoring Machine
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3.0 NUMBERING, PERFORATION AND SCORING MACHINE – (CBY.0010) \$35,000

The Numbering, Perforation and Scoring Machine Replacement Project is required due to the aging state of the current equipment as it is no longer able to meet service demands. Replacement is required to ensure current and future service demands are met. The estimated cost to replace the equipment is \$35,000. The purchase of the equipment is expected to be completed in 2020.

These expenditures are included in the 2020 – 2024 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 \$35,000 to finance the Numbering, Perforation and Scoring Machine Replacement Project as outlined in this report.



Noreen Kassam, CPA, CGA
DIRECTOR FINANCE

NK:GC:YL / md

Copied to: City Manager