

TO: CHAIR AND MEMBERS
FINANCIAL MANAGEMENT COMMITTEE

DATE: 2021 May 12

FROM: DIRECTOR FINANCE

FILE: 7300-20

SUBJECT: PRINTSHOP EQUIPMENT FUNDING REQUEST

PURPOSE: To request a Capital Reserve Fund Bylaw to finance equipment required 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 \$94,000 to finance the purchase of Printshop equipment as outlined in this report.

REPORT**1.0 INTRODUCTION**

The 2021 – 2025 Financial Plan provides funding for the replacement and purchase of various Printshop equipment. In order to proceed with procurement, Council approval is requested for the capital projects listed below.

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

3.0 PRINTSHOP EQUIPMENT

The Printshop requires replacement of two existing machines within its equipment fleet due to their aging state. The following table outlines the equipment required:

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Required Equipment	2021	2022	Total
Single Head Stitcher Replacement (CBY.0012)	19,000	-	19,000
Industrial Grade Paper Trimmer Replacement (CBY.0013)	-	75,000	75,000
Total			\$ 94,000

The Single Head Stitcher has been utilized for 30 years. It is well past its useful life of 12 years and is outdated. This equipment allows for the heavy duty stapling of a variety of forms including building plans and documents used throughout City departments and also for mail outs to residents/businesses. The Stitcher will be replaced at an estimated total cost of \$19,000.

The Industrial Grade Paper Trimmer allows the trimming of 2 to 3 inch stacks of 28" x 40" parent sheets down to 20" x 14" for the printing press and finish trims of final print products such as business cards, brochures, booklets and documents. The existing cutter was purchased as a used piece of equipment in 2010 and its computer is based on Windows XP. This piece of equipment requires upgrading to meet the City's needs. The Industrial Grade Trimmer will be replaced at an estimated total cost of \$75,000.

These expenditures are included in the 2021 – 2025 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 \$94,000 to finance the Printshop equipment as outlined in this report.



Noreen Kassam, CPA, CGA
 DIRECTOR FINANCE

NK:GC:YL / md

Copied to: Acting City Manager