



Request for City Council Committee Action from the Department of City Clerk

Date: May 15, 2007

To: Ways and Means/Budget Committee

Subject: Convenience copier system

Recommendation: Transfer the City Clerk Convenience copier system to BIS effective immediately, by the following actions:

1. Reduce the expenditure appropriation in 0100 260 2630 by \$187,100, minus expenses incurred by City Clerk's convenience copier system.
2. Increase the appropriation in 6400 880 8811 by \$187,100, minus expenses incurred by City Clerk's convenience copier system.
3. Reduce the revenue in 6400 260 2630 by \$300,000 minus revenues received by the actual transfer date.
4. Increase the revenue in 6400 880 8811 by \$300,000 minus revenues received by the actual transfer date.
5. Authorize the transfer of fixed assets from the City Clerk to BIS using the same coding strings.

Previous Directives: None

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| Prepared by: Steven J. Ristuben Approved by: Merry Keefe Presenters in Committee: Steven J. Ristuben |
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Financial Impact: No financial impact

Supporting Information:

The City's convenience copier system has been operated by the City Clerks Office since 1976. The convenience copier system has been part of a larger system that also included high speed copying operations performed by the Copy Center.

The convenience copiers the City has been purchasing for 5 years, for the first time have networking capabilities which connect directly into the BIS/Unisys system. BIS believes, and the City Clerk concurs, since the copier has achieved networkable status with more advanced technology and the opportunity for future technological advancement, convenience copiers should be a BIS function.

The convenience copier system transfer includes purchasing the copier/printers, supplies and maintenance. BIS would also control the convenience copier fixed asset capital equipment.

Both departments have agreed the two part system, high speed copying and convenience copying, should continue to operate in harmony rather than compete. For example, BIS would bid no copiers more than 40 copies per minute and the City Clerk would not purchase convenience copiers in the Copy Center. Similarly, the Copy Center would not purchase color desktop printers but may purchase higher speed color copier/printers.