



Agenda Item No. 1.b.

To: Finance-Auditing Committee/Committee of the Whole
Meeting of June 7, 2007

From: Kellee J. Hopper, Marketing and Communications Director
Bob Haar, Information Systems Director
Teri W. Mantony, Deputy General Manager, Administration and Development
Celia G. Kupersmith, General Manager

Subject: **AUTHORIZE BUDGET ADJUSTMENT(S) AND/OR TRANSFER(S)**
b) **BUDGET TRANSFER FROM FY 06/07 DISTRICT DIVISION**
OPERATING BUDGET TO FY 06/07 DISTRICT DIVISION
CAPITAL BUDGET FOR A PRINTER

Recommendation

The Finance-Auditing Committee recommends that the Board of Directors authorize a budget transfer in the amount of \$12,000 from the FY 06/07 District Division Operating Budget to the FY 06/07 District Division Capital Budget for the purpose of purchasing a printer.

Summary

Expanding outreach efforts and rising specialty printing costs for large scale collateral, such as system maps, large signs and special projects, raised awareness of the need for a large format printer. Currently, the Marketing & Communications spends nearly \$10,000 per year on system maps and large customer information signs (sandwich boards).

Based on comprehensive research, it was determined that an economical large format printer is available. Purchase of a large format printer will save the District money by printing in-house rather than printing large scale collateral outside. Also, accessibility to an in-house printer could assist in development of large format work, such as signage at public open houses, public hearings, special events and press conferences.

Fiscal Impact

Funding for this printer is available in the FY 06/07 District Division Operating Budget. Funding will come from the District Division's Information Systems and Marketing and Communications Departments. Approval of this item will increase the FY 06/07 District Division Capital Budget by \$12,000 which will be covered by a transfer (reduction) from the District Division Operating Budget.