

**City of Culver City, California
Agenda Item Report**

Meeting Date: 11/08/2010		Item Number: <u>C-5</u>	
CITY COUNCIL AGENDA ITEM: FOUR-FIFTHS VOTE REQUIREMENT - Approval of a Budget Amendment Appropriating \$5,000 for the Maintenance of the KIP 3000 Copier/Plotter/Scanner Unit			
Contact Person/Dept.: Mate Gaspar/PW		Phone Number: 310-253-5602	
Fiscal Impact: Yes ☒ No ☐		General Fund: Yes ☒ No ☐	
Public Hearing: ☐		Action Item: ☐ Attachments: ☐	
Commission Action Required: Yes ☐ No ☒		Date: _____	
Public Notification: (E-Mail) Agenda and Meetings – City Council (11/03/2010);			
Department Approval: Charles D. Herbertson (10/28/10)		City Attorney Approval: Carol Schwab (by H. Baker) (11/03/10)	
Chief Financial Officer Approval: Jeff Muir (by M. Noller) (11/03/10)		City Manager Approval: John M. Nachbar (11/03/10)	

RECOMMENDATION:

Staff recommends that the City Council approve a budget amendment appropriating \$5,000 for the maintenance of the 36 inch wide KIP 3000 – Copier/Plotter/Scanner unit from the Technology Surcharge Fund Reserve.

A Budget Amendment Requires a Four-Fifths Vote

BACKGROUND:

On February 24, 2008, the City Council approved the purchase of a \$19,913 KIP 3000 – Copier/Plotter/Scanner unit (KIP 3000). The KIP 3000 has proven to be a valuable resource for scanning of both approved City infrastructure and Building and Safety permit plans. The KIP 3000 has also been used to plot and copy large scale plans. The unit has the capability of improving the quality of poor original drawings. The scanning effort is on-going and currently the Building and Safety Division is scanning thousands of plans per Fiscal Year.

DISCUSSION:

After nearly 3 years of continuous usage, the unit has begun to show signs of required maintenance. Staff is proposing that \$5,000 of Technology Surcharge revenue funds be appropriated into a new expenditure account for the maintenance of the KIP 3000. The technology surcharge revenue funds were used to purchase the unit.

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FISCAL ANALYSIS:

There are sufficient funds in the Technology Surcharge Fund Reserve for the recommended \$5,000 budget for maintenance of the KIP 3000.

MOTION:

Approve a Budget Amendment appropriating \$5,000 of Technology Surcharge Funds to a new expenditure account number created by the Chief Financial Officer for the maintenance of the KIP 3000 Copier/Plotter/Scanner unit.