SWEETWATER SPRINGS WATER DISTRICT

TO: Board of Directors **AGENDA NO. V-A**

FROM: Steve Mack, General Manager

Meeting Date: March 1, 2012

SUBJECT: DISCUSSION/ACTION RE PURCHASE OF COPIER FOR DISTRICT OFFICE

RECOMMENDED ACTION: Receive a presentation on the purchase of a copier for the District office and approve funds from the FY 2011-2012 budget for said purchase.

FISCAL IMPACT: Up to $7,000 from the FY 2011-2012 Budget.

DISCUSSION:

The District Office productivity would be measurably improved with the addition of a new copier. Issues:

- The District office currently has a black and white copier (purchased in 2004) that works fairly well but prints a little light. The last time the technician was out here he was unable to adjust it to be darker.
- An important office productivity issue is printing monthly bills – We currently use a mid-grade printer for that large job, but as the printer has aged it jams fairly often as it heats up and requires us to dry out the billing paper on our conference room table at least a day prior to billing.
- The networked color printer will need to be replaced very soon. The paper drawer is broken and the quality of the color has degraded over time. Also, each print has yellow speckles on it because an adhesive label got stuck to the printer roller and has been difficult to fully remove. Color printing and copying is something we are doing more of and which we need to be able to do efficiently.
- Scanning is also a feature that the District is using more and more. The only office scanner is directly connected to the Administrative Manager's computer, meaning all scanning needs to be done by her. This scanner is slow and the quality is pretty low.

Technology has improved and price has come down on copiers. We can now get a color copier that scans and also functions as a networked printer for about $5800 new --slightly less than we paid for our black and white copier 8 years ago. A slightly used color copier/printer is even less – about $4,200. The maintenance contract is higher on a color copier than a black-and-white copier, but includes toner which currently runs about $500/year for the printers, and maintenance is next day on-site.

The only real question here is when to make this purchase. In the past couple of months District staff and the Board have been heavily involved in budget discussions – a mid-year revision to the 2011-2012 Budget was approved at the February Board meeting and the draft 2012-2013 Budget will be discussed at the March meeting. Prior to the last meeting District staff discussed whether to include this item as part of the mid-year revision or include it in next year's budget and settled on next year. However, the printer issues are only getting worse and this appears to be a good time to purchase this item – vendors are giving us very competitive prices.

We request that the purchase of a replacement copier be added to the FY 2011-2012 Budget. The Operating Budget is projected to have a surplus of approximately $37,000 this year, thus funds are available for the purchase in this budget year.

The current copier has some life in it but little resale value. Staff would like the authority to offer the copier to local public education institutions at no cost to them. We intend to keep the networked color printer in operation until the toner runs out or it fails to operate. The printer currently used for billing still works well for smaller print jobs and will stay networked to office computers.