

AGENDA ITEM NO.	11H
COUNCIL MEETING	5/5/2011
APPROVED BY	
DEPARTMENT DIRECTOR	
CITY MANAGER	

May 5, 2011

**FROM:** JOE GRAY, Controller / Finance Director  
Finance Department 

**BY:** JASON MACDONALD, Manager   
Purchasing Division

**SUBJECT:** ADOPT THE 93rd AMENDMENT TO THE ANNUAL APPROPRIATION RESOLUTION (AAR) NO. 2010-138 TO APPROPRIATE \$120,000 TO PROVIDE FUNDS FOR THE ONGOING USE AND PAYMENT OF THE CITYWIDE COST PER COPY PROGRAM

**KEY RESULT AREA**

Resource Management

**RECOMMENDATIONS**

Staff recommends that the City Council adopt the 93rd amendment to the to the Annual Appropriation Resolution (AAR) No. 2010-138 to appropriate \$120,000 to provide funds for the ongoing use and payment of the citywide cost per copy program

**EXECUTIVE SUMMARY**

This request authorizes staff to appropriate \$120,000 into the Graphics & Reproduction Services (GRS, formerly Central Printing) FY 2011 budget to pay for ongoing charges in the city wide cost per copy program. This program under contract to Ray Morgan and Company allows user departments to pay for their copies, prints and scans on a per unit basis with no lease or maintenance charges. By appropriating these dollars to the GRS division, it will allow the critical service to continue uninterrupted and for timely payment to the contracted vendor.

**BACKGROUND**

The GRS division has historically managed copier contracts for city departments with a system whereby each department or division had acquired their own machine with various associated capital costs and maintenance contracts leaving a program that was difficult to manage effectively for all users. Several years ago the division issued an RFP for a consolidated city wide program that would include copying, printing and scanning service on an as needed basis with no equipment acquisition costs and no ongoing maintenance costs, but instead was priced on a cost per copy basis (including prints and scans).

Ray Morgan & Company (RMC) was the successful bidder and was awarded the contract. Installation and program implementation has resulted in 114 installed machines. Each division or department is billed through the GRS division on a consolidated invoice from RMC for their usage on a monthly basis.

As the GRS division does not have control of the end usage of each machine in the program, the billing relies on the interdepartmental charges model and each user division or department budgets based on their

estimated usage over the fiscal year. Without consistent history of prior usage, the GRS division has been unable to accurately forecast usage. With only two months left in the fiscal year, it has been determined that budgeted estimates of usage were underestimated in GRS.

This AAR realizes appropriations that were already budgeted in each department's ID charges but not budgeted within GRS revenue projections for FY 2011.

**FISCAL IMPACT**

There is no additional fiscal impact, as this amount has already been budgeted by each department in their Interdepartmental Charges for copier services in FY 2011.

JG/jbm

Attachments: 93rd Amendment to Annual Appropriation Resolution No. 2010-138

**RESOLUTION NO. \_\_\_\_\_**

A RESOLUTION OF THE COUNCIL OF THE CITY OF FRESNO  
ADOPTING THE 93rd AMENDMENT TO THE ANNUAL APPROPRIATION  
RESOLUTION NO. 2010-138 APPROPRIATING \$120,000 TO PROVIDE  
THE FUNDS NEEDED FOR ONGOING USE AND PAYMENT OF  
CITYWIDE COST PER COPY PROGRAM

BE IT RESOLVED BY THE COUNCIL OF THE CITY OF FRESNO:

THAT PART III of the Annual Appropriation Resolution No. 2010-138 be and is hereby amended as follows:

	<u>Increase/(Decrease)</u>
TO: GENERAL SERVICE DEPARTMENT	
Central Services Operating	\$ 120,000

THAT account titles and numbers requiring adjustment by this Resolution are as follows:

General Fund

Revenues:

Account: <b>32101</b> Business License	\$ 120,000
<b>44910</b> Transfer To Other Fund	<u>(120,000)</u>
Fund: <b>10101</b>	
Org Unit: <b>520501</b>	

Total Revenues	<u>\$ 0</u>
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Central Services Operating

Revenues:

Account: <b>43910</b> Transfers From Other Fund	\$ 120,000
Fund: <b>52001</b>	
Org Unit: <b>530303</b>	

Total Revenues	<u>\$ 120,000</u>
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Appropriations:

Account: <b>56109</b> Office Equipment Rentals	\$ 120,000
Fund: <b>52001</b>	
Org Unit: <b>530303</b>	
CS: <b>ER001</b>	

Total Appropriations	<u>\$ 120,000</u>
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THAT the purpose is to appropriate \$120,000 to provide the funds needed for ongoing use and payment of citywide cost per copy program.

CLERK'S CERTIFICATION

STATE OF CALIFORNIA }  
COUNTY OF FRESNO } ss.  
CITY OF FRESNO }

I, REBECCA E. KLISCH, City Clerk of the City of Fresno, certify that the foregoing Resolution was adopted by the Council of the City of Fresno, California, at a regular meeting thereof, held on the \_\_\_\_\_ Day of \_\_\_\_\_, 2011

AYES:  
NOES:  
ABSENT:  
ABSTAIN:

Mayor Approval: \_\_\_\_\_, 2011  
Mayor Approval/No Return: \_\_\_\_\_, 2011  
Mayor Veto: \_\_\_\_\_, 2011  
Council Override Veto: \_\_\_\_\_, 2011

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REBECCA E. KLISCH  
City Clerk