

TO: Thomas Frutchey, City Manager
FROM: David McCue, Information Technology Manager
SUBJECT: Reauthorization for purchase of scheduled computer equipment
DATE: April 5, 2016

NEEDS: For the City Council to consider reauthorizing the appropriation of computer equipment scheduled for earlier years but not part of the carryforward in the current budget.

FACTS:

1. The City's computer equipment replacement schedule provides for the timely replacement of obsolete equipment by annually setting aside funds.
2. The equipment replacement is authorized in the budget year per the replacement schedule, but if the equipment's life can be extended, the authorization is then carried over to the next fiscal year to ensure budget capacity for the replacement.
3. The in-service life was extended for some equipment but the authorization to purchase had not been carried forward in the current budget for fiscal year 2016.
4. Three (3) Mobile Data computers for Emergency Services engines and two (2) ruggedized laptops for Wastewater need to be reauthorized for purchase.
5. Since equipment was not replaced, the funds are still available in the equipment replacement fund.

ANALYSIS &
CONCLUSION:

The City's replacement schedule budgets for new equipment based on the life expectancy of that equipment. Timely replacement of critical equipment furnishes City staff with the necessary tools to serve the public. During recessionary circumstances the schedule was extended and not all equipment was replaced as planned. Because the planned expenditures were not captured in the last budget "carryover" list, Council is requested to reauthorize the appropriations to continue with the replacement of the needed work equipment.

Policy
Reference: Purchasing policy.

FISCAL
IMPACT: None; original funds were not expended.

Options: The City Council should consider the following options:

- a. Approve the Budget Adjustment Request of \$21,700 for the purchase of replacement equipment; or
- b. Amend the foregoing option; or
- c. Refer back to staff for additional analysis or modification
- d. Take no action

Attachments:

1. Budget Adjustment Request

Approvals/workflow 1. Dept Head 2. Admin Svcs 3. City Manager 4. City Council	City of Paso Robles BUDGET ADJUSTMENT REQUEST Phone System	Budget JE # AGENDA DATE <p style="text-align: right;">04/05/2016</p>
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DESCRIPTION	ORG #	OBJECT #	PROJECT #	AMOUNT
FINANCING SOURCES				
Equip Replace Fund	112	99999		\$13,000
Sewer Fund	601	99999		8,700
TOTAL FINANCING SOURCES				\$21,700
FINANCING USES				
Computer Equipment	1122230	52127		\$13,000
Computer Equipment	6013501	52127		8,700
TOTAL FINANCING USES				\$21,700

JUSTIFICATION: (attach letter if required)
 Computer equipment replacement schedule reauthorization

REQUESTED BY: _____ Date Department Head	REVIEWED & APPROVED BY: _____ Date Administrative Services
APPROVED BY: _____ Date City Manager	

PASSED AND ADOPTED by the City Council of the City of Paso Robles, State of California, this _____ day of _____ 20____. Agenda Item No. _____

ATTEST: _____
 Deputy City Clerk