	<b>Report Title</b>	Plotter Replacements
	<b>Report No.</b>	FIN 19-07
	<b>Author</b>	Dave Rushton, CPA, CMA
	<b>Meeting Type</b>	Council Meeting
	<b>Council Date</b>	March 25, 2019
	<b>Attachments</b>	

## RECOMMENDATION

THAT FIN19-07 Plotter Replacements be received as information,

And That two plotter/scanners be purchased by the IT department to replace failing units not included in the 2019 Budget,

And Further that the funding for these units comes from the IT Reserve and the Asset Management Reserve (\$11,072) using unutilized funds from the purchase of survey equipment.

## EXECUTIVE SUMMARY

After the finalization of the budget a failure of one of our plotters that prints large format documents and drawings for Hydro Operations and Building has failed and needs replacing. A review of another plotter purchased used from Siemens in 2017 also needs replacement soon.

It is recommended that both units be replaced at this time.

## BACKGROUND

The plotter and scanner in the Customer Service Centre used by the Hydro Operations Department and the Building Department is ten years old with an expected life of 7 years. With changes to the Building Department's software they will be able to scan all drawings that are submitted with permits. Hydro Operations require a unit that has a monitor attached to allow for reviewing prints before printing. The best unit that fills the need of the Hydro Operation and Building Department has been determined to be a Cannon TM305MFP-T36 at a cost of \$11,072 including net taxes. The unit for the Engineering Department is an HP Designjet T2530ps (2 roll) Plotter Scanner for \$10,613.15 net of taxes and after a \$2000 rebate. This unit can also be used by the Communications team for production of posters and banners.

The plotter in the Engineering Department was purchased used from Siemens in 2017 and does not have a scanner. The unit has required frequent servicing and is using excess paper. The Engineering Department would also like to save the Town's collections of designs and drawings of our infrastructure electronically and needs the scanner.

Consultation has taken place with staff from the four impacted departments to determine their needs and with two vendors to acquire the best competitive price.

## **FINANCIAL IMPACT/FUNDING SOURCE**

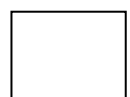
The unit for Engineering will be financed from funds approved in the 2019 Budget and not utilized for the purchase of survey equipment. These funds stay in the Asset Management Fund to be used for other capital purchases. The other unit for Hydro Operations and Building is funded from the IT Reserve which is funded through the recovery of the equipment costs with monthly charges to the operating budgets of the departments using the equipment.

These two units will be added to the IT charge assessed to each department to recover the monies need to replace these units in seven years. There will be no change to the Town's taxation requirements approved in the 2019 budget as both items are being purchased from Reserves.

## **COMMUNITY STRATEGIC PLAN (CSP) IMPACT**

### **1. Excellence in Local Government**

- ☒ Demonstrate accountability



## Report Approval Details

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Attachments:	
Final Approval Date:	Mar 20, 2019

This report and all of its attachments were approved and signed as outlined below:



**David Calder - Mar 20, 2019 - 8:52 AM**

