

SUBJECT: CLERK'S OFFICE PRINTER

PREPARED BY: Kristie VanGorder, City Clerk DATE: December 29, 1997

FOR AGENDA OF: January 12, 1998

SUMMARY:

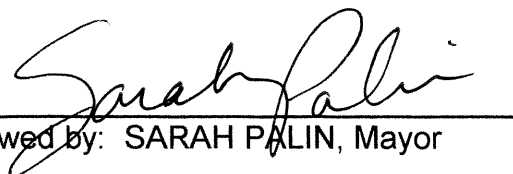
The clerk's office is in need of a new laser printer. We currently have three printers in our office. Two of the printers are not in working order and attempts to fix them have been unsuccessful. The printer that is in working order is a color printer that prints out at a very slow speed. The color printer is acceptable for printing out a small quantity of work; but because of its speed and print quality it is difficult to produce documents in a timely manner sometimes taking hours or even days to print out a large project

I have researched the price of a Hewlett Packard Laser Jet printer and have found Lewis and Lewis to be the most reasonable at the price of \$2,734. Computer City was the next best price at \$2,863.

The HP Laser Jet printer can serve both computer stations in the clerk's office. It has a good print quality and prints out at a very high speed. The color printer will be made available to another department that has a greater need to print their documents in color.

FISCAL IMPACT: ___No X Yes, amount requested: \$2,734 from Council Contingency (fund 411.2700). Current balance in fund 411.2700 is \$8,873 (1/2/98).

RECOMMENDED ACTION: The clerk respectfully requests the Council's concurrence to appropriate the amount of \$2,734 from Council Contingency for the purchase of a new laser printer for the clerk's office.


Reviewed by: SARAH PALIN, Mayor

Attachments: none

APPROVED
DATE: 1/12/98
BY: K. VanGorder