

ITEM	6
MANAGER'S REPORT NO.	23
COUNCIL MEETING	Apr. 12/76

Re: REPLACEMENT OF TYPEWRITERS IN ENGINEERING DEPARTMENT

Following is a request from the Municipal Engineer for authority to expend budgetted funds that are required for the purchase of two new typewriters.

RECOMMENDATION:

1. THAT Council approve the following expenditure from the C.I.P. budget prior to the official approval of the budget:
  - (2) Typewriters for the Engineering Department, Code 10-01.

\* \* \* \*

7 April, 1976

TO: MUNICIPAL MANAGER

FROM: MUNICIPAL ENGINEER

SUBJECT: REPLACEMENT OF TYPEWRITERS IN ENGINEERING DEPARTMENT

In the 1976 C.I.P. Budget Code 10-01 there was included an item to allow for the replacement of two typewriters in the Engineering Department.

The two typewriters, for which the item is intended to replace, handle all the correspondence, reports, statistics and budget for the entire Engineering Department. Because of the high work intensity of these two machines, the chronological life of the machines is quite short. We believe these machines have reached the end of their useful life in their present application.

We are experiencing mechanical problems, poor word reproduction and extremely high ribbon expenditure. The service representative has informed us that even with some costly repairs there will not be much improvement in word reproduction.

RECOMMENDATION:

WHEREAS the machines have reached the end of their serviceable life, and,

WHEREAS, their replacement is provided for in the Provisional Capital Budget, and,

WHEREAS, there is a considerable time span between ordering and receiving replacements,

Therefore, it is recommended

THAT Council approve the expenditure at this time to replace two typewriters in the Engineering Department.

  
MUNICIPAL ENGINEER

VMT:cmg