



Legislation Details (With Text)

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**Title:** Resolution 30-2021: Approving the transfer of budget funds between departments

**Sponsors:** City Council

**Indexes:**

**Code sections:**

**Attachments:** 1. 1. Resolution No. 30-2021

Date	Ver.	Action By	Action	Result
7/20/2021	1	City Council	approved	Pass

Agenda Date: 07/20/2021

Subject:  
Resolution 30-2021: Approving the transfer of budget funds between departments

Prepared by: Tiffany Hooten, Finance Director

**PURPOSE:**  
Does council approve the consolidation of printer and software budgets?

**PRESENTATIONS:**  
**Staff Presenter(s):** Tiffany Hooten, Finance Director  
**Additional Presenter(s):** N/A

**SUMMARY:**  
In an effort to bring visibility across the organization as to software utilized by departments and to potentially look to consolidation efforts, the IT and procurement departments have made great strides in identifying, documenting and managing printer and software utilization throughout the organization. Currently, many departments manage their own printer costs and software program renewals and budgets related to software. By consolidating software and printer budgets into a centralized general operations line items, the city will be able to manage costs, identify redundant software needs and provide potential cost savings by working directly with software vendors in negotiating pricing.

Consolidation of these line items has been discussed with all departments. Staff has prepared a 2021 budget transfer for all software and printer budget line items into general operations line items. This practice will be incorporated into the 2022 budget process and thereafter.

This consolidation requires approval by council per Resolution No. 4 Series of 2007, because it is more than \$100,000.

**PRIOR ACTIONS OR DISCUSSIONS:**

Staff provided information related to the consolidation of printer and software budgets during the July 6, 2021 study session.

**ANALYSIS:**

Staff Analysis

Below is a summary of the final budget for the accounts that will be consolidated to General Operations in the General Fund:

Account Code	Description	Final Budget
7112	Printer Supplies	46,480
7360	Software Maintenance	1,044,731
7540	Copier Lease - Non Lewan	79,180
7541	Copier Lease - Lewan	24,910
<b>Total</b>		<b>\$ 1,195,301</b>

Expenditures incurred during the year will also be consolidated to follow the budget.

Council Goal, Objective, and/or Guiding Principle

Goal 2: Financial Sustainability and Goal 8: Good Governance

Fiscal Impacts

The budget for printers and software was approved by City Council in the 2021 Adopted Budget; therefore, there is no budget impact.

Alternatives

Option 1 - Support the consolidation of printer and software budgets to more efficiently manage printer and software needs, avoid redundancies, and potentially lower costs.

Option 2 - Do not support the consolidation.

**STAFF RECOMMENDATION:**

Staff recommends the consolidation of printer and software budgets.

**PROPOSED MOTION:**

I move to approve Resolution 30-2021 approving the consolidation of printer and software budgets to the general operations division.