



Department Source: Finance

To: City Council

From: City Manager & Staff

Council Meeting Date: January 3, 2022

Re: Appropriation of Funds for IT Printer Division

## Executive Summary

An appropriation from IT Fund Balance to pay for the expense budget for the new printer division and return funding transferred from Helpdesk.

## Discussion

In FY 22, the printer division of IT was set up to pay for all printer leases and subsequent fees, along with handling all toner orders and maintenance of city owned printers. While the division was being developed, Staff failed to enter the expenses into the printer division used to pay for the leases and toner purchases into the new division. In the interim, funding was transferred from the Helpdesk division to cover expenses prior to appropriation. This appropriation will give the IT department funding to run the printer division and return the funding loaned from the Helpdesk.

## Fiscal Impact

Short-Term Impact: This will decrease the fund balance of the IT Fund by \$145,000

## Strategic & Comprehensive Plan Impact

### Strategic Plan Impacts:

Primary Impact: Organizational Excellence, Secondary Impact: Secondary, Tertiary Impact: Tertiary

### Comprehensive Plan Impacts:

Primary Impact: Inter-Governmental Cooperation, Secondary Impact: Secondary, Tertiary Impact: Tertiary

## Legislative History

Date	Action
	Not applicable

## Suggested Council Action

Approve the increased budget authority for these accounts.