



**AGENDA ITEM #10.2**

**REPORT TO CITY COUNCIL**

**Report Prepared by: Nancy Malecha**

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**Date:** February 4, 2020

**Subject:** Request to Carryover 2019 Funds

**Report:** The Administration and Planning & Zoning departments of the General Fund currently have budget variances totaling \$1,964 for 2019. I am requesting Council authorization to carry these funds over to 2020 for the future purchase of an OPG-3 laserfiche workgroup scanner for an approximate cost of \$3,000. This scanner will allow us to scan and archive items up to 11"x17" in size which is necessary for the planning & zoning property files.

**Council Action Requested:** Council motion designating \$1,964 from 2019 as carryover funds for the Administration and Planning & Zoning departments for the future purchase of an OPG-3 laserfiche workgroup scanner.