

FILED

NOV 13 2024

CITY CLERK

RESOLUTION 27, 2024

BE IT RESOLVED BY THE COMMON COUNCIL OF THE CITY OF TERRE HAUTE, INDIANA:

WHEREAS, There are insufficient funds in a certain account(s) of the **Information Technology (0101-0006)** budget to meet current and anticipated expenditures within said Department, and;

WHEREAS, There are surplus funds in another account of the same budget, said Accounts being within the appropriation heretofore made for the use of said Department.

BE IT THEREFORE RESOLVED: That the following transfers be made in the Accounts heretofore appropriated for the use of said Department:

FROM: #0101-0006-01-412010	Department Head	\$500.00
TO: #0101-0006-02-421010	Office Supplies	\$500.00
FROM: #0101-0006-01-412010	Department Head	\$2,000.00
TO: #0101-0006-04-421080	Purchase of Equipment	\$2,000.00
FROM: #0101-0006-01-412010	Department Head	\$1,000.00
TO: #0101-0006-02-423015	Repair Supplies	\$1,000.00
FROM: #0101-0006-01-412010	Department Head	\$6,000.00
TO: #0101-0006-03-432010	Services Contractual	\$6,000.00
FROM: #0101-0006-01-412010	Department Head	\$2,828.00
TO: #0101-0006-04-440050	Licenses	\$2,828.00
FROM: #0101-0006-01-41277	Interns	\$2,761.00
TO: #0101-0006-04-440050	Licenses	\$2,761.00
FROM: #0101-0006-01-412206	Citizen Engagement Coordinator	\$803.00
TO: #0101-0006-04-440050	Licenses	\$803.00
FROM: #0101-0006-01-412216	Tech. Support Specialist	\$1,272.00
TO: #0101-0006-04-440050	Licenses	\$1,272.00

FROM: #0101-0006-01-413020	Employer Medicare	\$882.00
TO: #0101-0006-04-440050	Licenses	\$882.00
FROM: #0101-0006-01-413060	Employer Group Health Insurance	\$23,042.00
TO: #0101-0006-04-440050	Licenses	\$23,042.00
FROM: #0101-0006-01-413030	Employer Group Health Insurance	\$12,249.00
TO: #0101-0006-04-444030	Purchase of Computer Equipment	\$12,249.00
FROM: #0101-0006-01-413060	Employer PERF	\$6,967.00
TO: #0101-0006-04-444030	Purchase of Computer Equipment	\$6,967.00
FROM: #0101-0006-01-412226	Web Administrator	\$21,604.00
TO: #0101-0006-04-440050	Licenses	\$21,604.00
FROM: #0101-0006-01-412250	Cell Phone	\$1,500.00
TO: #0101-0006-04-440050	Licenses	\$1,500.00
FROM: #0101-0006-01-412257	Senior System/Network Admin	\$1,352.00
TO: #0101-0006-04-440050	Licenses	\$1,352.00
FROM: #0101-0006-01-413010	Employer Social Security	\$3,770.00
TO: #0101-0006-04-440050	Licenses	\$3,700.00
FROM: #0101-0006-03-432020	Instruction	\$11,500.00
TO: #0101-0006-04-444030	Purchase of Computer Equipment	\$11,500.00
FROM: #0101-0006-03-433030	Travel	\$7,000.00
TO: #0101-0006-04-444030	Purchase of Computer Equipment	\$7,000.00
TOTAL		\$107,030.00

Introduced by: Cheryl Loudermilk Cheryl Loudermilk, Councilman

Passed in open Council this 14th day of November, 2024.

Tammy Boland Tammy Boland, President

ATTEST: Michelle L. Edwards Michelle L. Edwards, City Clerk

Presented by me to the Mayor this 18th day of November, 2024
at 1:08pm o'clock.

Michelle L. Edwards Michelle L. Edwards, City Clerk

Approved by me, the Mayor, this 18th day of November, 2024.

Brandon C. Sakbun Brandon C. Sakbun, Mayor

ATTEST: Michelle L. Edwards Michelle L. Edwards, City Clerk

REQUEST FOR TRANSFER OF BUDGETED FUNDS

(For Approval by Mayor, Controller, and City Council)

This form is to be used when the requested transfer is between two major classifications.

DEPARTMENT or FUND: Information Technology

DATE: 10/23/24

	<u>Account #</u>	<u>Account Name:</u>	<u>Amount:</u>
FROM:	<u>0101-0006-01-412010</u>	<u>Department Head</u>	<u>500</u>
TO:	<u>0101-0006-02-421010</u>	<u>Office Supplies</u>	<u>500</u>
FROM:	<u>0101-0006-01-412010</u>	<u>Department Head</u>	<u>2000</u>
TO:	<u>0101-0006-02-421080</u>	<u>Computer Supplies</u>	<u>2000</u>
FROM:	<u>0101-0006-01-412010</u>	<u>Department Head</u>	<u>1000</u>
TO:	<u>0101-0006-02-423015</u>	<u>Repair Supplies</u>	<u>1000</u>
FROM:	<u>0101-0006-01-412010</u>	<u>Department Head</u>	<u>6000</u>
TO:	<u>0101-0006-03-432010</u>	<u>Services Contractual</u>	<u>6000</u>
Total Amount to be Transferred:			<u>9500</u>

Department Head Approval:
(Forward to Mayor)

Wetnight, Larry Digitally signed by Wetnight, Larry
Date: 2024.10.23 12:40:06 -0400

Signature

Date: 10/23/24

Mayoral Approval:
(Forward to Controller)

Signature

Date: 10/24/24

Controller Approval:
(Forward copy of approval to Department Head)

Signature

Date: 10/24/24

Received by City Legal:

11-6-24

Resolution #

27

DEPARTMENT HEAD: Please attach a memorandum briefly detailing the need for this resolution. Such information should include specific services or products you intend to purchase and the reason you have surplus funds in the specified accounts.

Revised May 2024

REQUEST FOR TRANSFER OF BUDGETED FUNDS

(For Approval by Mayor, Controller, and City Council)

This form is to be used when the requested transfer is between two major classifications.

DEPARTMENT or FUND: Information Technology

DATE: 10/23/24

	<u>Account #</u>	<u>Account Name:</u>	<u>Amount:</u>
FROM:	<u>0101-0006-01-412010</u>	<u>Department Head</u>	<u>2828</u>
TO:	<u>0101-0006-04-440050</u>	<u>Licenses</u>	<u>2828</u>
FROM:	<u>0101-0006-01-412177</u>	<u>Interns</u>	<u>2761</u>
TO:	<u>0101-0006-04-440050</u>	<u>Licenses</u>	<u>2761</u>
FROM:	<u>0101-0006-01-412206</u>	<u>Citizen Engagement Coordinator</u>	<u>803</u>
TO:	<u>0101-0006-04-440050</u>	<u>Licenses</u>	<u>803</u>
FROM:	<u>0101-0006-01-412216</u>	<u>Tech. Support Specialist</u>	<u>1272</u>
TO:	<u>0101-0006-04-440050</u>	<u>Licenses</u>	<u>1272</u>

Total Amount to be Transferred: 7664

Department Head Approval:
(Forward to Mayor)

Wetnight, Larry

Digitally signed by Wetnight, Larry
Date: 2024.10.23 15:58:04 -04'00'

Signature

Date: 10/23/24

Mayoral Approval:
(Forward to Controller)

Signature

Date 10/24/24

Controller Approval:

(Forward copy of approval to Department Head)

Signature

Date 10/24/24

Received by City Legal:

11-6-24

Resolution # 27

DEPARTMENT HEAD: Please attach a memorandum briefly detailing the need for this resolution. Such information should include specific services or products you intend to purchase and the reason you have surplus funds in the specified accounts.

Revised May 2024

REQUEST FOR TRANSFER OF BUDGETED FUNDS

(For Approval by Mayor, Controller, and City Council)

This form is to be used when the requested transfer is between two major classifications.

DEPARTMENT or FUND: Information Technology

DATE: 10/23/24

	<u>Account #</u>	<u>Account Name:</u>	<u>Amount:</u>
FROM:	<u>0101-0006-01-413020</u>	<u>Employer Medicare</u>	<u>882</u>
TO:	<u>0101-0006-04-440050</u>	<u>Licenses</u>	<u>882</u>
FROM:	<u>0101-0006-01-413030</u>	<u>Employer Group Health Insurance</u>	<u>23042</u>
TO:	<u>0101-0006-04-440050</u>	<u>Licenses</u>	<u>23042</u>
FROM:	<u>0101-0006-01-413030</u>	<u>Employer Group Health Insurance</u>	<u>12249</u>
TO:	<u>0101-0006-04-444030</u>	<u>Purchase of Computer Equipment</u>	<u>12249</u>
FROM:	<u>0101-0006-01-413060</u>	<u>Employer PERF</u>	<u>6967</u>
TO:	<u>0101-0006-04-444030</u>	<u>Purchase of Computer Equipment</u>	<u>6967</u>

Total Amount to be Transferred: 43141

Department Head Approval:
(Forward to Mayor)

Wetnight, Larry

Signature

Date: 10/23/24

Mayoral Approval:
(Forward to Controller)

Signature

Date 10/23/24

Controller Approval:

(Forward copy of approval to Department Head)

Signature

Date 10/29/24

Received by City Legal:

11-6-24

Resolution # 27

DEPARTMENT HEAD: Please attach a memorandum briefly detailing the need for this resolution. Such information should include specific services or products you intend to purchase and the reason you have surplus funds in the specified accounts.

Revised May 2024

REQUEST FOR TRANSFER OF BUDGETED FUNDS

(For Approval by Mayor, Controller, and City Council)

This form is to be used when the requested transfer is between two major classifications.

DEPARTMENT or FUND: Information Technology

DATE: 10/23/24

	<u>Account #</u>	<u>Account Name:</u>	<u>Amount:</u>
FROM:	<u>0101-0006-01-412226</u>	<u>Web Administrator</u>	<u>21604</u>
TO:	<u>0101-0006-04-440050</u>	<u>Licenses</u>	<u>21604</u>
FROM:	<u>0101-0006-01-412250</u>	<u>Cell Phone</u>	<u>1500</u>
TO:	<u>0101-0006-04-440050</u>	<u>Licenses</u>	<u>1500</u>
FROM:	<u>0101-0006-01-412257</u>	<u>Senior System/Network Admin</u>	<u>1352</u>
TO:	<u>0101-0006-04-440050</u>	<u>Licenses</u>	<u>1352</u>
FROM:	<u>0101-0006-01-413010</u>	<u>Employer Social Security</u>	<u>3770</u>
TO:	<u>0101-0006-04-440050</u>	<u>Licenses</u>	<u>3770</u>

Total Amount to be Transferred: 28225

Department Head Approval:
(Forward to Mayor)

Wetnight, Larry

Digitally signed by Wetnight, Larry
Date: 2024.10.23 16:12:37 -04'00'

Signature

Date: 10/23/24

Mayoral Approval:
(Forward to Controller)

Signature

Date 10/24/24

Controller Approval:
(Forward copy of approval to Department Head)

Signature

Date 10/24/24

Received by City Legal:

11-6-24

Resolution # 27

DEPARTMENT HEAD: Please attach a memorandum briefly detailing the need for this resolution. Such information should include specific services or products you intend to purchase and the reason you have surplus funds in the specified accounts.

Revised May 2024

(For Approval by Mayor, Controller, and City Council)

DEPARTMENT or FUND: Information Technology

DATE: 10/23/24

Total Amount to be Transferred: 18500

Wetnight, Larry

Date: 10/23/24

Date 10/30/24

Date 10/29/84

Resolution # 27

Revised May 2024



City of Terre Haute

City Hall, 17 Harding Avenue, Terre Haute, Indiana 47807

MEMORANDUM

TO: City Council

FROM: Larry Wetnight

DATE: October 25, 2024

RE: *Budget Transfer*

The Terre Haute Information Technology department would like to transfer \$107,030 from Staffing and Benefits \$88,530 and from Services and Charges \$18,500 primarily to licensing and PC equipment due to both Office 2016 and Windows 10 going end-of-support October 2025. By procuring licensing and computer equipment now, we will be in a better position to facilitate deployment to City employees well before the support date ends.