

Project # *ADM-23-001
Project Name New Copy Machine

Account #: 51-0099847

Department Administration
Contact Finance Director
Type Equipment
Useful Life 7 years
Category Equipment: Miscellaneous
Priority 2 Very Important

Description **Total Project Cost:** \$6,600
 Purchase Xerox 5500-E color copy machine. Maintenance agreement will be included.

Justification
 Current black and white copier does not meet needs of the city. New machine will save time and costs in bringing materials to Copy Center for duplication (especially large documents).

Expenditures	2025	2026	2027	2028	2029	Total	Future
Equip/Vehicles/Furnishings	2,400					2,400	4,200
Total	2,400					2,400	Total

Funding Sources	2025	2026	2027	2028	2029	Total	Future
General Fund	2,400					2,400	4,200
Total	2,400					2,400	Total

Budget Impact/Other
 Minimal added cost.

Budget Items	2025	2026	2027	2028	2029	Total	Future
Maintenance	200,000	200	200	200	200	200,800	200
Total	200,000	200	200	200	200	200,800	Total

Project # *ADM-24-001
Project Name Website Upgrade

Account #:

Department Administration
Contact I.T. Director
Type Equipment
Useful Life 3 years
Category Equipment: Computers
Priority 2 Very Important

Description **Total Project Cost:** \$25,000
 Upgrade design of website to accommodate new functionality and needs.

Justification
 Current website is experiencing issues when upgrading software and cloud functionality. New features will be incorporated to increase resident input to municipal processes. Consultant will be engaged to complete the work.

Expenditures	2025	2026	2027	2028	2029	Total
Planning/Design				25,000		25,000
Total				25,000		25,000

Funding Sources	2025	2026	2027	2028	2029	Total
General Fund				25,000		25,000
Total				25,000		25,000

Budget Impact/Other
 None.