



Text File

**Introduced:** 11/18/2003

**Bill No:** 2003-2498, **Version:** 2

**Committee:** Committee on Finance & Budget

**Status:** Passed Finally

Presented by Mr. Udin

**AS AMENDED**

Resolution amending Resolution No. 485 effective August 26, 1998, entitled "Authorizing and directing the City Controller to create a trust fund to be designated as the Copier Management Trust Fund," by changing the name of the trust fund to read "Administrative Services Trust Fund" and by expanding the purpose of the trust fund to include additional administrative services.

**Be it resolved by the Council of the City of Pittsburgh as follows:**

**Section 1.** Section 1 of Resolution 485, effective August 26, 1998, which reads as follows:

That the City Controller is authorized and directed to create a trust fund to be designated as the Copier Management Trust Fund for the deposit of monies from City departments for reimbursement for departmental copier costs and other payments for work performed by the Print Shop; and authorizing the monies deposited therein by the Department of General Services to cover Print Shop operational costs and departmental copier costs including but not limited to: equipment rentals, copier supplies, paper, repairs and other miscellaneous expenses.

Is hereby amended to read as follows:

That the City Controller is authorized and directed to create a trust fund to be designated as the Administrative Services Trust Fund for the deposit of monies from City departments and affiliated entities for reimbursement of costs incurred on the departments' or entities' behalf in centralized administrative functions. Such administrative functions shall include: (1) departmental copier management and Print Shop operations, including costs for equipment rentals, copier supplies, paper, repairs, and other miscellaneous expenses; and (2) postage and shipping costs incurred in the course of official City of Pittsburgh business, including US Postal Service, UPS, small volume vendor charges, and other miscellaneous expenses.

Section 2. Further authorizing and directing the City Controller to establish a unique subclass for each administrative function within the trust fund so that the funds for each function may be segregated; and authorizing the Department of General Services to make payments from the copier management subclass within the trust fund to cover the costs described in Section 1 (1) above; and authorizing the Department of Finance to make payments from the postage management subclass to cover costs described in Section 1 (2) above.