

CITY OF PALMER ACTION MEMORANDUM

SUBJECT: Amend the 2008 Budget to Appropriate \$4,750 for the Purchase of Video Conferencing Equipment for the Council Chambers

AGENDA OF: March 11, 2008

Council action:

Amended

Approved for presentation by B.B. Allen, City Manager

Route To:	Department/Individual:	Initials:	Remarks:
X	Originator – City Clerk		
	City Clerk		
	City Attorney		
	Director of Public Safety		
X	Director of Administration		
	Director of Community Development		
	Director of Community Services		
	Director of Public Works		

Attachment(s):

Fiscal note:

	No fiscal impact.	
	Funds are budgeted from this account number:	
X	Funds are not budgeted. Budget modification is required. Affected account number:	0102-10-6053 (Council/Clerk Equipment)

Finance Director Signature:

Summary statement: Action memorandum 08-010 appropriates \$4,750 from the 2008 general fund to purchase video conferencing equipment for the council chambers. While the dollar amount involved falls within the Clerk’s purchasing authority, the 2008 Budget does not include the funds to do so.

In addition to the equipment’s use for video conferencing by council members to attend meetings via distance, the equipment will be used for power point presentations, presentation of training materials via the internet or DVD, etc.

The following lists the identified necessary equipment and approximate costs.

Equipment	Placement	Approximate Cost
Electric Screen	Mounted on the wall behind the council table – to allow for public viewing	\$1,000
Flat Screen Monitor	Placed on the table used for public testimony – to allow for council viewing	\$ 750
Projector	Mounted on the ceiling	\$2,500
Wireless Adapter		\$ 500
Laptop Computer	On a separate table	Free (the Clerk's "old" laptop was retained for this use)

Administration recommendation: Authorize action memorandum 08-010.