

MEMORANDUM

TO: Mayor and Board of Commissioners

FROM: Mandy Cartrette, Finance Officer

SUBJECT: Replacement Computers for Town Staff

DATE: April 14, 2014

At the Board meeting of January 27, 2014, Town staff informed the Board that several computers for Town staff would need to be replaced due to the end of Microsoft's support of the Windows XP operating system.

Town staff has worked with the company that provides us with information technology support and obtained quotes for the replacement of three computers that will be needed for Administration staff members that use computers running Windows XP.

The total cost to purchase three new computers will be approximately \$4,550 and the total cost for installation and set-up of these machines plus one additional machine that was previously approved by the Board will be approximately \$1,600. The total amount to replace these computers and set up them up so that they are ready for Town staff's use will be \$6,150.

RECOMMENDATION

That the Board of Commissioners adopt the attached budget ordinance amending the FY 13/14 operating budget for the purchase, installation, and set-up of computers for Administration staff.

ORDINANCE AMENDING THE
TOWN OF PITTSBORO
2013-2014 OPERATING BUDGET

Be it ordained by the Board of Commissioners of the Town of Pittsboro in regular session assembled on the 14th day of April, 2014.

To Appropriate Funds for Purchase, Installation, and Set-up of Administration Staff Computers

Section 1. That the following **GENERAL FUND REVENUES** be increased by the amount indicated:

103990010	Fund Balance Appropriated	\$6,150.00
TOTAL		\$6,150.00

Section 2. That the following **ADMINISTRATION DEPARTMENT EXPENDITURES** be increased by the amount indicated:

104200330	Departmental Supplies	\$4,550.00
104200450	Contracted Services	1,600.00
TOTAL		\$6,150.00

Adopted this 14th day of April, 2014.

William G. Terry, Mayor

ATTEST:

Alice F. Lloyd, CMC, NCCMC, Town Clerk