

MEMORANDUM

TO: Mayor and Board of Commissioners

FROM: Mandy Cartrette, Finance Officer

SUBJECT: Budget Amendment for Technology Expenditures and Office Furnishings

DATE: December 9, 2013

The attached budget amendment would appropriate additional funds to the Administration Department for the following purposes:

1. The warranty on the Town's server has expired, and the Town needs to choose one of the following options:
 - a. Purchase a new server.
 - b. **Renew the server warranty for a one-year period at a cost of \$1,500.** Town staff recommends this option at this time as staff researches how much a new server will cost. Renewing the server warranty is a temporary fix, and the Town will need to purchase a new server within the next year or two. Please keep in mind that the server is critical to Town operations, and if it goes down, it would be detrimental to Town operations.
2. The Town's Finance Department is in need of a new computer because one of its computers has not been replaced in over five years. **The approximate cost of a new computer is \$1,500.**
3. As the Board knows, Town staff is in the process of rearranging office space and moving some staff members to other offices. Office furniture is needed for the office that the Finance Officer will be moving into. **The approximate cost of new furnishings is \$2,000.**

RECOMMENDATION

That the Board of Commissioners adopt the attached budget ordinance to appropriate funds for technology expenditures and office furnishings.

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 9th day of December, 2013.

Funds for Technology Expenditures and Office Furnishings

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

103990010	Fund Balance Appropriated	\$5,000.00
TOTAL		\$5,000.00

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

104200330	Departmental Supplies	\$3,500.00
104200450	Contracted Services	1,500.00
TOTAL		\$5,000.00

Adopted this 9th day of December, 2013.

William G. Terry, Mayor

ATTEST:

Alice F. Lloyd, CMC, NCCMC, Town Clerk