



COUNCIL ACTION SUMMARY SHEET

MEETING DATE: March 9, 2026

TOPIC Budget Amendment- Administration Computer Workspace

BACKGROUND BRIEF:

Administration is requesting Council approval of Budget Amendment BA-2026-101-260-03 to fund the replacement of outdated computer workstations in the Administration Office.

Several of the current workstations were purchased as early as 2016 and are nearing the end of their useful life. These systems may not be compatible with future software updates and security requirements, creating potential operational and cybersecurity concerns.

The proposed budget amendment would provide for the replacement of seven (7) computer workstations within the Administrative Office, including:

- Front Office workstation
- Deputy Clerk/Treasurer workstation
- Accounts Payable Clerk workstation
- Front Office Coordinator workstation
- Zoning and Planning Coordinator workstation
- Clerk/Treasurer workstation
- Deputy Treasurer workstation

FINANCIAL IMPACT:

VC3 has provided a quote of \$1,864 per workstation, including installation.

The total cost for seven (7) workstations is \$13,048.

RECOMMENDED MOTION:

To approve Budget Amendment BA-2026-101-260-03, increasing the Capital Outlay line item (101-260-977-000) in the amount of \$13,048, funded from General Fund balance, and to authorize the Clerk/Treasurer to coordinate with VC3 to complete the workstation upgrades.