



COUNCIL ACTION SUMMARY SHEET

MEETING DATE: March 23, 2026

TOPIC Budget Amendment- Administration Computer Workspace-Continuation

BACKGROUND BRIEF:

Administration is requesting Council approval of Budget Amendment BA-2026-101-260-04 to fund the replacement of outdated computer workstations in the Administration Office.

A quote was previously received from VC3; however, due to timing, the pricing has since been updated. On March 9, 2026, Village Council approved Budget Amendment BA-2026-101-260-03 in the amount of \$13,048 for this project.

Administration is now requesting approval of Budget Amendment BA-2026-101-260-04 in the amount of \$1,257 to cover the difference between the previously approved amount and the updated project cost.

FINANCIAL IMPACT:

VC3 has provided an updated quote of \$2,040 per workstation, including installation. The total cost for seven (7) workstations is \$14,305, resulting in an additional funding need of \$1,257.

RECOMMENDED MOTION:

To approve Budget Amendment BA-2026-101-260-04, increasing the Capital Outlay line item (101-260-977-000) in the amount of \$1,257, funded from General Fund balance, and to authorize the Clerk/Treasurer to coordinate with VC3 to complete the workstation upgrades.