MEMO TO CITY COUNCIL

Request to Include Topic on the City Council Agenda

From:	Dave Miles, Mayor's Office	**Meeting Date:**	July 6 2021
Presenter:	Dave Miles	**Estimated Time:**	5 mins
Topic:	Budget Amendment – Production Room Computer Replacement, Software & Equipment		

Recommended Council Action:

Approve the fiscal year 2021 budget amendment in the amount of $4,500 for costs associated with replacing the computer, and acquiring updated software & equipment associated with video production needs.

Background:

The City maintains a video production computer and software in the Council Chambers Production Room. The computer and software is used for various communication video needs including internal and external video products and requires various video equipment (microphones, tripods, etc.) for production needs. The current MAC computer has malfunctioned beyond repair based on IT evaluation. Based on needs and functionality it is recommended to replace with a windows-based machine and the associated software for video production. During this evaluation, the Communication's team also inventoried equipment and has the need to acquire equipment to maintain continuity in active video production projects and needs. This budget amendment will allow for video production needs to continue uninterrupted. (Examples of representative projects include promotional and educational videos of National Night Out, Movie Night, TVYSS, and other Departmental needs across the City, as well as internal needs.)

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