

**TOWN OF PRESCOTT VALLEY
REQUEST FOR COUNCIL ACTION**

Date: November 21, 2013

SUBJECT: Purchase of Video Toaster & Computer Equipment and Contingency Transfer Request

SUBMITTING DEPARTMENT: Town Management

PREPARED BY: Ryan Judy, Deputy Town Manager

AGENDA LOCATION: Comments/Communications , Consent , Work/Study ,
New Business , Public Hearing , Second Reading

ATTACHMENTS: A) Peak Media Price Quote

SUMMARY/BACKGROUND: After five years of service, Channel 15's main production unit, affectionately referred to as the "toaster", has failed and staff received the dreaded blue screen. This unit is used to produce Town Council meetings, Board & Commission meetings, chamber programming, special events, and is the main workhorse of the channel. The unit is no longer serviceable and is out of warranty. I.T. attempted to repair the unit to no avail. In the meantime, staff is using older equipment with limited capabilities to continue to broadcast Town Council meetings.

This action item is to request approval for a budget transfer of funds from the General Fund contingency account to Channel 15 and for the purchase a NewTek Tricaster 860 video toaster used for video production and broadcast over Channel 15. Staff has solicited 3 bids, including one on state contract, and received identical base quotes (\$24,995 plus tax). Staff is recommending purchasing the unit from Peak Media, which is including \$510 worth of additional equipment at no cost, as well as \$2,045 worth of service and support.

Additionally, staff is requesting a transfer of \$5,700 from the General Fund contingency account to the Community Relations Division for the purchase of 3 computers, 3 phones, and related software. These expenditures were not budgeted for in the current fiscal year, but will be utilized by the Communications Relations position and two volunteers.

OPTIONS ANALYSIS: The Council may vote to:

- 1 – Approve the purchase of the NewTek Tricaster 860 and associated budget transfers, **OR**
- 2 – Not approve the purchase and transfer of funds, **AND/OR**
- 3 – Direct staff to pursue other options

ACTION OPTION: Motion to approve the purchase of a NewTek Tricaster 860 through the associated budget transfers, **OR** Motion not to approve the purchase. **VOTE**

RECOMMENDATION: Staff recommends replacement of this equipment and the ability to continue to produce and broadcast important Town government meetings.

FISCAL ANALYSIS: Funds are not available in the Channel 15 or Community Relations budgets for these expenditures and a contingency budget transfer is being requested in the following amounts:

From:		<u>Amount</u>
101-9500-619-8999	General Fund Contingency	\$ 32,800.00
To:		
101-2020-700-74.10	Machinery & Equipment	\$ 27,100.00
101-2010-613-61.22	Computer Software	\$ 2,350.00
101-2010-613-61.23	Equipment (Computers)	\$ 2,650.00
101-2010-613-61.26	Minor Equipment (Phones)	\$ 700.00
		<u>Total \$ 32,800.00</u>

REVIEWED BY:

Management Services Director _____

Town Clerk _____

Town Attorney _____

Town Manager _____

COUNCIL ACTION:

Approved Denied Tabled/Deferred Assigned to _____