



**TO:** Mayor Shaun Sipma  
Members of the City Council

**FROM:** David Lakefield, Finance Director

**DATE:** October 25, 2018

**SUBJECT: CONFERENCE ROOM SMART BOARD EQUIPMENT PURCHASE**

**I. RECOMMENDED ACTION**

1. Recommended the City Council approve the purchase of a SMART board for Finance conference room and pass an ordinance on first reading amending the 2018 annual budget.

**II. DEPARTMENT CONTACT PERSONS**

David Lakefield, Finance Director                      701-857-4784

**III. DESCRIPTION**

A. Background

The SMART board is going to be located in the finance conference room. The SMART board will allow meetings to be able to capture the information and produce handouts to all in attendance. It will also allow for images to be projected onto the writing screen and meeting to be more efficient and productive.

B. Proposed Project

The City would like the Council to approve the purchase of a SMART board.

C. Consultant Selection

N/A

**IV. IMPACT:**

A. Strategic Impact:

The SMART board will make meetings more efficient and productive.

B. Service/Delivery Impact:

N/A

C. Fiscal Impact:

Purchase up to \$8,000.00 for a SMART board. Funding for this project will come from the General and Administration budget in the amount of \$4,858. and cost savings from the Council Chamber upgrades project in the amount of \$3,142.

**V. ALTERNATIVES**

The purchase could be denied by council.

The council could approve a smaller amount but it would not allow for all the processes for a SMART board to make the meetings more efficient.

**VI. TIME CONSTRAINTS**

Budgeted funds are available in 2018.

**VII. LIST OF ATTACHMENTS**

1. Proposed ordinance amending the 2018 annual budget.