



# MEMORANDUM

AGENDA ITEM #IV.H

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DATE: JANUARY 25, 2021

TO: COUNCIL MEMBERS

FROM: STAFF

SUBJECT: EXECUTIVE DIRECTOR / SPENDING AUTHORITY

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In December 2019, the Council issued a Request for Information (RFI) for a Conference Room Technology Upgrade. The RFI was sent to eight local vendors, four of which responded with eight different proposals. The prices ranged from \$7K upwards to \$66K, generally increasing as additional components (microphones, wireless microphones, speakers, etc.) were added to the mix.

Council staff estimates that technology improvements in the range of \$8,000 - 12,000 will noticeably enhance the meeting experience for Council members attending in person and by GoToMeeting in the future. This level of expenditure exceeds the Executive Director's direct spending authority. The Council's Statement of Organization (revised and adopted January 2020) states in Finance Section 9.0 that "the purchase of any single item of either equipment or goods which will require the expenditure of more than three thousand (\$3,000) must be approved by the Council."

At the July 22, 2019 Council Meeting, the Council ratified an emergency expenditure for the replacement of the air conditioning unit in Suite 230 (Conference Room). At that time, the Council proposed an increase in the Executive Director's discretionary spending authority to \$7,500 but it was inadvertently not incorporated into the Statement of Organization considered and subsequently adopted by the Council in January 2020.

## Recommendations

1. Authorize the Executive Director to spend up to \$15,000 (per Chair's suggestion) for conference room technology improvements; and
2. Ratify, if it is the Council's desire, the increase in the Executive Director's direct spending authority from \$3,500 to \$7,500.

