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MEETING TYPE: Board of Alderman

DATE: July 14, 2025

SUBMITTED BY: Madison Stegall, Town Clerk

ITEM TYPE: Consideration

AGENDA SECTION: Considerations

SUBJECT: **Consider Discussion of Purchasing iPads for the Board of Aldermen to Utilize for Agenda Management**

DETAILS:

In an effort to streamline operations, improve accessibility, and reduce paper usage, staff is exploring the option of providing iPads to each member of the Board of Aldermen. The devices would be used primarily for reviewing agenda packets, accessing meeting materials, and supporting efficient communication during meetings. Transitioning to digital agenda management is consistent with practices adopted by other municipalities seeking to modernize their processes and reduce printing costs.

Estimated expenses on Board Packets:

- Paper - \$9.44 per ream of 500 sheets – about 2500 sheets used per month – annual cost - \$566.40
- Dividers - \$7.19 each – annual cost - \$603.96
- Labels for tabs - \$10.39 - annual cost - \$124.68
- Binders - \$8.00 each – annual cost - \$480.00

Total: \$1,775.04

Promotional pricing has been made available for iPads, along with an affordable unlimited data plan for government/public safety use. The monthly service plan is \$20 per device, which would allow seamless access to agenda materials without the need for Wi-Fi.

iPad Air 11” M3 5G: 256GB – \$749.99

Apple Magic Keyboard - \$300

This will be a total estimated cost of \$6,700 year one, and year two will have an estimated cost of \$1,320. This will be paid through the Mayor/Alderman Expenses that currently has a \$10,000 budget.

Recommended Action: Motion to approve iPad Air 11' and Apple Magic Keyboard for all Board Members in the estimated amount of \$6,499.95 for the initial purchasing including the monthly service plan of \$20 per device.