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To: DDA Board of Directors

From: Susie Stec, Director – Community & Economic Development /DDA Director

RE: Computer Purchase

Date: October 18, 2023

The laptop currently used by the DDA Manager is approximately 3 years old and is beginning to fail. New computers were included in the FY 23/24 DDA budget. Staff contacted the city's IT company to determine the appropriate computer specs and has found a laptop on Amazon.

Suggested Motion: To authorize the DDA Director to purchase a new laptop in an amount not to exceed \$XXXX.