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To: DDA Board of Directors
From: Susie Stec, Director – Community & Economic Development /DDA Director
Date: April 17, 2024
RE: Code Enforcement Computer

Over the past few weeks of on-boarding the new Code Enforcement Officer, it has become apparent that there are ways in which to improve operational efficiencies. Currently, the process for code enforcement activities includes driving through the community, making a written list of violations and documenting with pictures, and then returning to the office to input the information gathered into the system. In discussing ways to improve this process it was suggested that a laptop or tablet be purchased and equipped so as to allow this work to be conducted from the field.

Staff has consulted with the city's IT support provider to identify a device that will meet the needs of the Code Enforcement Officer. It has been suggested that a Microsoft Surface Pro would be compatible with the city's systems and would best meet the needs. The estimated is \$1,131.37

Suggested Motion: Authorize DDA Director to purchase a Microsoft Surface Pro, at a cost not to exceed \$1,200, for the Code Enforcement Officer.