



**TOWN OF PALMER LAKE
BOARD OF TRUSTEES - AGENDA MEMO**

DATE: October 27, 2022	ITEM NO.	SUBJECT: Direction to Purchase Chromebooks for Board members
Presented by: Town Administrator /Clerk		

Background

It has been communicated that the iPads issued to the Board of Trustees as a tool to access Board meeting information have been generally ineffective for Board members.

Staff proposes that excess funds from the 2022 IT line item be used to purchase new chrome books. Advantages of these devices include:

- External keyboard and touchpad
- Inexpensive - \$1498 for seven
- Tablet-style hardware that does not require device management (which would be an additional expense)

Furthermore, this replacement would also allow staff to repurpose the iPads for another Town department need, primarily to the Police Department for increased efficiency in writing electronic citations. Currently the PD uses Kyocera/Android phones. The eCitation software is more reliable and functional on iPad/iOS, and iPads would provide a larger screen for ease of use.

Historically, outgoing board members have had the option to keep their iPad. If this is the continued direction, Staff requests the intention of any outgoing board members to plan accordingly. Over the last year, two iPads have been turned back in. One is stationed at the admin lobby which enables citizens to pay fees online. This has removed payment processing from the hands of staff, enabling the office to be PCI-compliant. Citizens also use the iPad to access other areas of the Town website, primarily the zoning map, forms, and documents. The second returned iPad is in the office and will be reissued or repurposed once this decision is made.

Other devices that staff considered were the Surface Go (\$4935 for 7) and the Surface Pro (\$10,948 for 7). In addition to being more expensive, these devices would require device management which is an additional \$553/month for seven devices.

It is confirmed that \$1500+ is available in the IT line item in the 2022 budget to purchase.

Recommendation

Staff recommends the 2022 purchase of Chromebooks not to exceed \$1600 (shipping, etc) to prepare for Board members.