

Memorandum

To: Mayor Nelson and Members of the City Council
From: Daniel R. Buchholtz, MMC, Administrator, Clerk/Treasurer
Date: February 24, 2020
Subject: City Council iPad purchase

Staff is seeking authority to authorize the purchase of 6 iPad Pro tablets to facilitate the transition to electronic packets.

We propose purchasing the 12.9-inch iPad Pro 64GB tablet, a Bluetooth keyboard, and an Apple pencil for each City Councilmember. We chose the 12.9-inch iPad Pro because it provides a very similar size to the paper packets, for easy viewing. The Bluetooth keyboard allows for you to easily type text into the iPad. The iPad pencil will allow you to handwrite notes on the Council packet file for your future reference.

12.9-inch iPad Pro Wi-Fi 64GB

Bluetooth Keyboard/Case

Apple Pencil



The City Council can use the tablets for City Council business, including City Council packets, e-mail, internet research, webinars, and other public related business activities.

Since most people have access to broadband at home or have access to a wireless hotspot off their cellular phone, the City would expect Councilmembers to provide their own internet access. Wi-Fi is also available at City Hall and many public and private locations.

The cost the iPad pro, keyboard/case and pencil are shown below:

12.9-inch iPad Pro Wi-Fi 64GB	\$ 949.00
Smart Keyboard Folio	\$ 199.00
Apple Pencil (2 nd generation)	<u>\$ 119.00</u>
Total	\$1,267.00
Total Purchase for City Council	<u><u>\$6,335.00</u></u>

Upon the completion of the City Councilmembers term, the iPad would be returned to City Hall at which time 1) staff would archive documents per State records retention laws; 2) wipe the iPad to factory settings; and 3) distribute the iPad to the new Councilmember. The iPads would be replaced every 5 years as part of the City's 5-year computer refresh project.

Staff believes that this purchase will save the City money and staff time by transitioning to paperless packets. The following is a breakdown of the potential savings. The savings shown below are just for the transition to electronic packets for the City Council only.

	<u>Annual savings</u>	<u>5-year savings</u>
Paper expense (avg. 100 pages/packet)	\$ 130.00	\$ 650.00
Copier expense (0.025/copy, blended rate)	\$ 325.00	\$1,625.00
Packet assembly (30 minutes/packet)	\$ 378.95	\$1,894.75
Packet delivery (45 minutes/meeting)	<u>\$ 746.66</u>	<u>\$3,733.28</u>
Total savings	<u>\$1,580.61</u>	<u>\$7,903.05</u>

Funds for the City Council iPad transition were included in the 2018 Equipment Certificate. Staff members can purchase iPads from their Departmental budgets or from the 2018 Equipment Certificate, if funds are available.

Staff will also work to find a training opportunity to help the City Council members obtain the most from the iPad.

If you have any questions, please don't hesitate to contact me at 763-784-6491.