



**CITY COUNCIL WORK SESSION AGENDA**  
**MONDAY, MARCH 02, 2020**  
**CITY HALL at 5:30 PM**

- 1. CALL TO ORDER**
- 2. DISCUSSION ITEMS**
  - A. Review and Discuss Outcome of Dala Liquor License Violation Investigation
  - B. Discussion of Purchase of iPad Pro Tablets and Accessories for City Council to Facilitate Paperless Agenda Packets
- 3. REPORT**
  - A. Administrator Reports
- 4. ADJOURN**

**SEE REVERSE SIDE FOR RULES FOR PUBLIC HEARINGS AND  
DISCUSSION FROM THE FLOOR**

## **RULES FOR DISCUSSION FROM THE FLOOR AND PUBLIC HEARINGS**

### **DISCUSSION FROM THE FLOOR**

- Discussion from the floor is limited to three minutes per person. Longer presentations must be scheduled through the Administrator, Clerk/Treasurer's office.
- Individuals wishing to be heard must sign in with their name and address. Meetings are video recorded so individuals must approach the podium and speak clearly into the microphone.
- Council action or discussion should not be expected during "Discussion from the Floor." Council may direct staff to research the matter further or take the matter under advisement for action at the next regularly scheduled meeting.

### **PUBLIC HEARINGS**

The purpose of a public hearing is to allow the City Council to receive citizen input on a proposed project. This is not a time to debate the issue.

The following format will be used to conduct the hearing:

- The presenter will have a maximum of 10 minutes to explain the project as proposed.
- Councilmembers will have the opportunity to ask questions or comment on the proposal.
- Citizens will then have an opportunity to ask questions and/or comment on the project. Those wishing the comment are asked to limit their comments to 3 minutes.

In cases where there is a spokesperson representing a group wishing to have their collective opinions voiced, the spokesperson should identify the audience group he/she is representing and may have a maximum of 10 minutes to express the views of the group.

- People wishing to comment are asked to keep their comments succinct and specific.
- Following public input, Councilmembers will have a second opportunity to ask questions of the presenter and/or citizens.
- After everyone wishing to address the subject of the hearing has done so, the Mayor will close the public hearing.
- The City Council may choose to take official action on the proposal or defer action until the next regularly scheduled Council meeting. No further public input will be received at that time.

# 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 <sup>nd</sup> 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.