



Agenda Report

20-598

Agenda Date: 6/10/2020

REPORT TO PLANNING COMMISSION

SUBJECT

Public Hearing: Action on Purchase of New iPads for the Planning Commission

BACKGROUND

The current Planning Commission iPads were purchased in 2016. The Information Technology (IT) Department recommends upgrading iPads every 4-5 years and the Planning Commission is now at that point in time.

DISCUSSION

The past protocol has been to purchase one iPad for each Commissioner and 3 spares. The spares allow for staff use while in the meeting and if needed, to replace an iPad temporarily during a meeting for a Commissioner if one is forgotten or experiencing technical problems, or replace one for a commissioner if lost, stolen or damaged. This is the same standard used for Mayor and Council iPad purchases. IT has provided a recommendation that the Planning Commission purchase 12.9-inch iPad Pros with 256GB of memory due to the drawings and plans of large sizes that are common with Planning Commission reports.

This item was presented at the May 27, 2020 Planning Commission meeting and approved. Since then, it was noted that correspondence had been received from Debra von Huene on this issue that had not been presented to the Commission. Although staff's recommendation remains unchanged, in the interest of full compliance with Brown Act requirements, it is requested that the Commission vote to reconsider the action of May 27 and then take action on the iPad purchases after considering the full record, including Ms. Von Huene's correspondence.

ENVIRONMENTAL REVIEW

The action being considered does not constitute a "project" within the meaning of the California Environmental Quality Act ("CEQA") pursuant to CEQA Guidelines section 15378(b)(4) in that it is a fiscal activity that does not involve any commitment to any specific project which may result in a potential significant impact on the environment

FISCAL IMPACT

The cost per iPad, including tax and recycling fees is \$1092.91. Additional costs for optional keyboard cases and extra chargers should not exceed \$1,000 for a total cost of approximately \$11,920. There are sufficient funds in the Commission budget to cover this expenditure.

COORDINATION

This report has been coordinated with the Information Technology Department and City Attorney's Office.

PUBLIC CONTACT

Public contact was made by posting the Council agenda on the City's official-notice bulletin board outside City Hall Council Chambers. A complete agenda packet is available on the City's website and in the City Clerk's Office at least 72 hours prior to a Regular Meeting and 24 hours prior to a Special Meeting. A hard copy of any agenda report may be requested by contacting the City Clerk's Office at (408) 615-2220, email clerk@santaclaraca.gov <<mailto:clerk@santaclaraca.gov>> or at the public information desk at any City of Santa Clara public library.

RECOMMENDATION

1. Vote to reconsider the Planning Commission action taken on May 27, 2020 regarding the purchase of iPad Pros; and
2. Approve the purchase of ten 12.9-inch iPad Pros Wi-Fi (256GB) at a cost of \$1092.91 (including tax and fees) each and allocate up to \$1000.00 for additional chargers and keyboard cases for a total cost not to exceed \$11,920.

Reviewed by: Reena Brilliot, Planning Manager

Reviewed by: Gloria Sciara, Development Review Officer

ATTACHMENTS

1. Correspondence - Debra von Huene