

**COMMUNICATIONS
AND TECHNOLOGY
COMMITTEE**

Tuesday, September 24, 2019

6:00 PM

McFarland Municipal Center
Conference Room A

AGENDA

1. CALL TO ORDER, ROLL CALL.
2. PUBLIC APPEARANCES.
3. APPROVAL OF MINUTES.
 - a. Motion to approve the minutes of the July 23, 2019 meeting.
4. BUSINESS.
 - a. Discussion and possible recommendation to the Village Board to change internet plan and potential provider for Village buildings.
 - b. Discussion and possible approval to changes in chapter 1 of the Village Technology Plan.
 - c. Discussion, creation, and possible action to post question(s) on Polco.
5. STAFF REPORTS.
 - a. Technical Specialist update(s).
 - b. Director Update(s).
6. SCHEDULE NEXT MEETING DATE.
 - a. Tuesday, October 22, 2019 at 6pm in Conference Room A of the McFarland Municipal Center.
7. ADJOURNMENT.

This meeting notice constitutes an official meeting of the above referenced group and was posted in accordance with all applicable laws related to Open Meetings Law. It is possible that members of and possibly a quorum of members of other governmental bodies of the municipality may be in attendance at the above stated meeting to gather information. No action will be taken by any governmental body at the above stated meeting other than the governmental body specifically referred to above in this notice. Upon reasonable notice, efforts will be made to accommodate the needs of disabled individuals. For additional information or to request this service, contact the McFarland Municipal Center at (608) 838-3153 or cassandra.suettinger@mcfarland.wi.us.

VILLAGE OF MCFARLAND

Communications & Technology Committee Minutes

Tuesday, July 23, 2019 - 6:00 PM

1. CALL TO ORDER, ROLL CALL.

Village Trustee Stephanie Brassington called the regular meeting of the Communications & Technology Committee to order at 6:00 PM in Conference Room A.

Members present: Ella Tschopik, Stephanie Brassington, Eric Kryzenske, Eric Kindschi, Cole Younger, CJ Behm

Members not present: Jason Jasink

Staff Present: Stephanie Miller, Director. Andrew Day, Technical Specialist

2. PUBLIC APPEARANCES.

No Public Appearances.

3. APPROVAL OF MINUTES.

a. Motion to approve the minutes of the January 22, 2019 meeting.

Motion by Stephanie Brassington, second by CJ Behm, to motion to approve the minutes of the January 22, 2019 meeting. Motion carries 6 - 0 - 0 by acclamation.

b. Motion to approve the minutes of the April 23rd, 2019 meeting.

Motion by Stephanie Brassington, second by CJ Behm, to motion to approve the minutes of the April 23rd, 2019 meeting - with the consideration of changing "disturbing" to "distributing" in item 4b. Motion carries 6 - 0 - 0 by acclamation.

4. BUSINESS.

a. Discussion and possible recommendation to the Village Board regarding the switch of telecommunications provider from Charter to TDS.

Special visit of TDS Sales staff, Judd Blau and Liz Williams, to provide additional information to committee and answer questions.

Discussion of various TDS proposals and pricing, as well as progress on network installation in McFarland. Estimated launch: November 2019.

Staff directed to gather data on the needs of network bandwidth for the Village.

No decision made due to various unanswered questions to committee. Comm & Tech staff to report back at August meeting with additional information, data, and recommendation.

b. Discussion and possible action regarding the e-newsletter.

Presentation by Communications and Technology Director, Stephanie Miller, on the progress of the E-newsletter.

Discussion of Constant Contact, service provider of email templates. Discussion of inspiration and title thought processes, as well as designed logo by Miller. Discussion of layout and how often it will be distributed. Discussion of tie-in with Outlook Newsletter.

Motion by Village Trustee Stephanie Brassington, second by Village Trustee Eric Kryzenske, to approve discussion and possible action regarding the e-newsletter, *The Lookout*. Motion carries 6 - 0 - 0 by acclamation.

c. Discussion and review of the Village Technology Plan, Chapters 1 and 3.

Presentation by Communications and Technology's Technical specialist, Andrew Day. Discussion of Tech Plan, specifically chapters 1 and 3, including suggested edits to include for next draft. Further discussions on remaining chapters to be provided at future meetings.

No motion to be made.

d. Discussion and possible action to implement a community calendar on the Village website.

Presentation by Communications and Technology's Director, Stephanie Miller, on a draft policy for a community calendar.

Based on past Polco question, a community calendar will be provided to the public that will be hosted on the Village website. This calendar will include a policy for how and who may submit to it. Discussion of editing point number 12 on policy to update the non-discrimination statement.

Motion by Village Trustee Stephanie Brassington, second by Eric Kindschi, to approve Discussion and possible action to implement a community calendar on the Village website. Motion carries 6 - 0 - 0 by acclamation.

5. POLCO.

a. Discussion, creation, and possible action to create question(s) to be posted on Polco.

Presentation by staff on a question for Polco: what pictures would you like to see rotated on the Village's homepage?

6. SCHEDULE NEXT MEETING DATE.

a. Tuesday, August 27, 2019 at 6pm in Conference Room A of the McFarland Municipal Center.

August meeting to include further information and updates on possibility of implementing TDS services for Village.

Trustee Kryzenske may not be able to attend.

7. ADJOURNMENT.

Motion by Village Trustee Eric Kryzenske, second by CJ Behm, to adjourn at 7:35PM.

Pursuant to law, written notice of this meeting was given to the public and posted on the public bulletin boards in accordance with Open Meetings Law.

Respectfully submitted,
Stephanie R. Miller
Director



VILLAGE BOARD SUMMARY SHEET

MEETING DATE: Tuesday, September 24, 2019

SECTION: Business

DEPARTMENT: Communications & Technology

CONTACT:

AGENDA ITEM: Discussion and possible recommendation to the Village Board to change internet plan and potential provider for Village buildings.

PREVIOUS ACTION:

The Committee last discussed this issue at its meeting on July 23, 2019.

ISSUE SUMMARY:

At our last meeting we discussed future service provision for telecommunication systems such as internet, phone, and television. We wanted a more complete picture of our costs for these services as well as what our options were amongst providers to continue to provide this service. A few options are provided by both Spectrum and TDS for these services going forward. We requested dedicated fiber at certain levels for both the Municipal Center and Public Works, PRI phone connection, and a certain amount of televisions based on what we currently have. All four proposals show a cost increase for these services but there is a way to possibly keep that cost flat. A few observations from the quotes provided.

- Internet - The dedicated internet at the Municipal Center for both providers is very competitive and a substantial increase in what we currently have. Public Works dedicated fiber is cost prohibitive with TDS but looking at their PON option is more financially viable than Spectrum's dedicated option at Public Works. Further cost savings might be achieved through a PON option at the Municipal Center. This would imply in both cases we will "share" in our fiber connection but these are backups in order to maintain a redundant system, so might be serviceable for our needs as well as cost effective.
- Telephone - The phone costs are more expensive with TDS as compared to Spectrum, but both are less than our current service with Frontier.
- Television - Spectrum's cost for television's actually go down and they can provide the number requested. TDS cost is about the same as what we currently pay but is limited to no more than 10 box tops per site, that is a limit they set and it is unclear whether or not this can be adjusted in the future. We currently have a need for 12 box ops at the Municipal Center and 1 at the Public Works Facility.

FINANCIAL/BUDGET IMPACT:



The cost implications are outlined in the summary table included in the packet. Final costs will be spread out within the organization and determined based on options desired.

One aspect that is different for TDS than Spectrum has to do with a different agreement we have with TDS to build fiber in the Community. TDS started a project in 2018 to over build fiber in the Community and the Village incentivized this project via an annual grant to do so. The amount of that grant is \$40,000 for five years and the costs we spend with TDS reduce that amount. So if we end up spending \$20,000 per year on these types of services, we would only pay \$20,000 for that grant.

VILLAGE PLAN REFERENCE:

None.

ORDINANCE REFERENCE:

None.

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

Village Staff recommends accepting the alternative proposal from TDS switching our internet, telephone, and television to this provider. We should also discuss the PON option for the Municipal Center as well.

ATTACHMENTS:

1. Telecommunications Proposals
2. Attachment #1 - Spectrum 36
3. Attachment #2 - Spectrum 60
4. Attachment #3 - TDS Municipal Center
5. Attachment #4 - TDS Public Works
6. Attachment #5 - TDS Alt Public Works

Telecommunication Proposal Evaluation

	Current	Spectrum 36	Spectrum 60	TDS	TDS alt
Municipal Center					
Internet	157	1,019	820	720	720
Telephone	696	500	500	558	558
<u>Television</u>	<u>262</u>	<u>157</u>	<u>157</u>	<u>163</u>	<u>163</u>
Total Municipal Center	1,115	1,676	1,477	1,441	1,441
Public Works					
Internet	75	765	615	3,500	99
Telephone	0	0	0	180	0
<u>Television</u>	<u>32</u>	<u>0</u>	<u>0</u>	<u>91</u>	<u>91</u>
Total Public Works	107	765	615	3,771	190
Total Monthly Cost	1,222	2,441	2,092	5,211	1,630
Total Annual Cost	14,669	29,292	25,104	62,535	19,564

The telephone cost for the Municipal Center includes also Public Works. The internet provided at Public Works is only to support their operations as a backup which is 60 x 5 through coaxial. The Municipal Center has the same internet speeds but as two lines.

Spectrum's proposal for the Municipal Center includes 200 x 200 fiber internet with static IP addresses. All of their internet is proposed as dedicated connections. They also provided for 5 analog lines and a PRI with 5,000 minutes plus 20 DID's. They are not able to provide wireless box top sets for television but can provide the requested 13 connections for wired boxes. See Attachment 1 for their Quotation. This quote as proposed is for a 36 month term with other items month to month as noted.

This second quote provided in Attachment 2 is the same as the quote in Attachment 1 but for a 60 month term with other items month to month as noted.

The TDS proposal for the Municipal Center includes 250 x 250 fiber internet with static IP addresses. This proposal shows the internet as dedicated connections. They also provided their business voice service with 5 lines plus a 20+ trunk SIP PRI telephone system with 10 DID block. They are only able to provide up to 10 wireless set top boxes at the Municipal Center and can provide one box at Public Works. Internet and phone is proposed for 36 months while television is at 12 months. The Municipal Center quote can be viewed in Attachment #3 and the Public Works quote in Attachment #4.

The TDS alternative is the same for the Municipal Center but proposes a different variation of internet for Public Works. The difference is that the internet proposed for Public Works is a PON Business Bundle and not dedicated. PON stands for Passive Optical Network and essentially allows the fiber connection to be shared by multiple users on the line and not just the Village in this case. The same quote in Attachment #3 applies for the Municipal Center while the alternative quote for Public Works is listed in Attachment #5.

ATTN: Village of Mcfarland

Spectrum Business is one of the nation's leading broadband communications companies. On behalf of Spectrum Business, I would like offer you the following solution.

QUOTE

One-Time Costs

- Standard Installation – \$200.00

Monthly Costs –

Service:	Monthly Cost per site	Notes
5115 Terminal 100MB Fiber Internet w Static	\$765.00	36 Month Term
5915 Milwaukee 200MB Fiber Internet w Static	\$1019.00	36 Month Term
5 Analog Lines 5915 Milwaukee	\$150.00	Month to Month
13 Box Top Sets Milwaukee & Terminal	\$157.00	Month to Month
PRI with 5,000 min's LD 20 DID's	\$350.00	36 Month Term
	Total: \$2,441/month	

Thank you for allowing us to quote on your business communications services. Please let us know if you have any questions.

Sincerely,

Greg Gates
Strategic Account Manager – Gov/ED

The terms of this proposal are confidential and should not be disclosed directly or indirectly to any third party, except as may be required by law. If you and/or your agents or representative makes any unauthorized disclosure, Charter shall be entitled to damages arising from such unauthorized disclosure, as well as to injunctive relief.

This proposal is for discussion purposes only and is not intended to give rise to binding obligations for either party. Any contractual relationship between us will be the result of formal negotiations and will become effective only upon execution of contract by representatives of the parties authorized to enter into such agreements. During any negotiations, each party will bear its own costs and will not be responsible for any costs or expenses of the other party, unless separately agreed to in writing. The offer herein proposed by Charter is contingent upon Customer's acceptance of Charter's standard terms of service.

ATTN: Village of Mcfarland

Spectrum Business is one of the nation's leading broadband communications companies. On behalf of Spectrum Business, I would like offer you the following solution.

QUOTE

One-Time Costs

- Standard Installation – \$200.00

Monthly Costs –

Service:	Monthly Cost per site	Notes
5115 Terminal 100MB Fiber Internet w Static	\$615.00	60 Month Term
5915 Milwaukee 200MB Fiber Internet w Static	\$820.00	60 Month Term
5 Analog Lines 5915 Milwaukee	\$150.00	Month to Month
13 Box Top Sets Milwaukee & Terminal	\$167.00	Month to Month
PRI with 5,000 min's LD 20 DID's	\$350.00	60 Month Term
	Total: \$2,092/month	

Thank you for allowing us to quote on your business communications services. Please let us know if you have any questions.

Sincerely,

Greg Gates
Strategic Account Manager – Gov/ED

The terms of this proposal are confidential and should not be disclosed directly or indirectly to any third party, except as may be required by law. If you and/or your agents or representative makes any unauthorized disclosure, Charter shall be entitled to damages arising from such unauthorized disclosure, as well as to injunctive relief.

This proposal is for discussion purposes only and is not intended to give rise to binding obligations for either party. Any contractual relationship between us will be the result of formal negotiations and will become effective only upon execution of contract by representatives of the parties authorized to enter into such agreements. During any negotiations, each party will bear its own costs and will not be responsible for any costs or expenses of the other party, unless separately agreed to in writing. The offer herein proposed by Charter is contingent upon Customer's acceptance of Charter's standard terms of service.



9/16/2019

Customer Information - Service Address

Ordered by: Matt
Business Name: Village of McFarland

Street: 5915 Milwaukee St

Flr/Rm/Suite:
City, State, Zip: McFarland, WI 53558

Account Number:

Main Yellow Page Heading:

Phone: (608) 838-3153

Email: matt.schuenke@mcfarland.
wi.us

TDS Sales Representative: Elizabeth Williams

(608) 824-7711

Monthly Services Charges/Credits:

<u>Quantity</u>	<u>Term</u>	<u>Description</u>	<u>Price each</u>	<u>Total</u>
1	Mo To Mo	Five Static IPs	\$20.00	\$20.00
1	36 Month	250 by 250 dedicated interent	\$700.00	\$700.00
5	36 Month	Star Business Voice Line Service - Unlimited	\$29.99	\$149.95
23	36 Month	20+ Trunks - SIP	\$15.99	\$367.77
8	Mo To Mo	10 DID Block	\$5.00	\$40.00
1	12 Month	TDS TV for Business - Sports & More	\$70.00	\$70.00
1	12 Month	Broadcast Retransmission Fee	\$12.80	\$12.80
10	12 Month	Wireless Set-Top Box Rental	\$8.00	\$80.00

***Total Monthly Services Charges/Credits:**

\$1,440.52

One Time Charges/Credits:

<u>Quantity</u>	<u>Term</u>	<u>Description</u>	<u>Price each</u>	<u>Total</u>
1	One Time	Service Order Charge	\$20.00	\$20.00
1	One Time	Service Order Charged - Waived	-\$20.00	-\$20.00
1	One Time	HSI Installation Fee	\$150.00	\$150.00
1	One Time	HSI Installation Fee - Waived	-\$150.00	-\$150.00

***Total One Time Charges/ Credits:**

\$0.00

- managedIP SIP and PRI locations must have a minimum of trunks. If a location falls below the minimum requirement, the service will be canceled and cancellation charges will apply.
- *Total does not include applicable taxes, fees, assessments or surcharges. Additional Directory Listing charges may also apply and are not include in the Totals herein. Local usage charges apply if applicable.
- Customer is responsible for cancellation of services with current providers.
- If Customer has an active alarm line, Customer must advise alarm company of change of service.
- TDS reserves the right to block high fraud international long distance locations.
- For managedIP Hosted (managed deployment) and managedIP Trunking, if Services ordered necessitate that TDS dispatches a technician to Customer's premise, Customer will be notified of the visit in advance. It is required that a Customer representative is on site when the technician arrives and that full access to the telecommunication's closet be provided. In addition, the Customer must ensure that prior to the installation visit, the site is ready with a rack, mounting board or shelf to house TDS equipment and that four unoccupied AC outlets are available within four feet of the equipment. If any of the forgoing conditions are not met, TDS may charge the Customer a \$250.00 fee.

Terms and Conditions:

<https://tdsbusiness.com/terms-of-service.html>

Quote created using Version 2019 V1.6. Pricing and products on this quote are good for 30 days only. TDS reserves the right to change products and pricing after 30 days.



9/16/2019

Customer Information - Service Address

Ordered by: Matt
Business Name: Public Works McFarland

Account Number:
Main Yellow Page Heading:
Phone: (608) 838-3153

Street: 5115 Terminal Drive

Email: matt.schuenke@mcfarland.
wi.us

Flr/Rm/Suite:
City, State, Zip: McFarland, WI 53558

TDS Sales Representative: Elizabeth Williams

(608) 824-7711

Monthly Services Charges/Credits:

<u>Quantity</u>	<u>Term</u>	<u>Description</u>	<u>Price each</u>	<u>Total</u>
1	36 Month	100 by 100	\$3,500.00	\$3,500.00
6	36 Month	Star Business Voice Line Service - Unlimited	\$29.99	\$179.94
1	12 Month	TDS TV for Business - Sports & More	\$70.00	\$70.00
1	12 Month	Broadcast Retransmission Fee	\$12.80	\$12.80
1	12 Month	Wireless Set-Top Box Rental	\$8.00	\$8.00

***Total Monthly Services Charges/Credits:**

\$3,770.74

One Time Charges/Credits:

<u>Quantity</u>	<u>Term</u>	<u>Description</u>	<u>Price each</u>	<u>Total</u>
1	One Time	Service Order Charge	\$20.00	\$20.00
1	One Time	Service Order Charged - Waived	-\$20.00	-\$20.00
1	One Time	HSI Installation Fee	\$150.00	\$150.00
1	One Time	HSI Installation Fee - Waived	-\$150.00	-\$150.00
1	One Time	Video Install fee	\$49.95	\$49.95
1	One Time	Video Install fee - Waived	-\$49.95	-\$49.95
1	One Time	Move fee	\$50.00	\$50.00
1	One Time	Move fee - Waived	-\$50.00	-\$50.00

***Total One Time Charges/ Credits:**

\$0.00

- managedIP SIP and PRI locations must have a minimum of trunks. If a location falls below the minimum requirement, the service will be canceled and cancellation charges will apply.
- *Total does not include applicable taxes, fees, assessments or surcharges. Additional Directory Listing charges may also apply and are not include in the Totals herein. Local usage charges apply if applicable.
- Customer is responsible for cancellation of services with current providers.
- If Customer has an active alarm line, Customer must advise alarm company of change of service.
- TDS reserves the right to block high fraud international long distance locations.
- For managedIP Hosted (managed deployment) and managedIP Trunking, if Services ordered necessitate that TDS dispatches a technician to Customer's premise, Customer will be notified of the visit in advance. It is required that a Customer representative is on site when the technician arrives and that full access to the telecommunication's closet be provided. In addition, the Customer must ensure that prior to the installation visit, the site is ready with a rack, mounting board or shelf to house TDS equipment and that four unoccupied AC outlets are available within four feet of the equipment. If any of the forgoing conditions are not met, TDS may charge the Customer a \$250.00 fee.

Terms and Conditions:

<https://tdsbusiness.com/terms-of-service.html>

Quote created using Version 2019 V1.6. Pricing and products on this quote are good for 30 days only. TDS reserves the right to change products and pricing after 30 days.



9/17/2019

Customer Information - Service Address

Ordered by: Matt Schuenke
Business Name: Village of McFarland

Street: 5115 Terminal Dr

Flr/Rm/Suite:
City, State, Zip: McFarland WI 53558

Account Number:

Main Yellow Page Heading:

Phone: (608) 838-3153

Email: matt.schuenke@mcfarland.
wi.us

TDS Sales Representative: -

Monthly Services Charges/Credits:

<u>Quantity</u>	<u>Term</u>	<u>Description</u>	<u>Price each</u>	<u>Total</u>
1	36 Month	300M x 300M Symmetrical (PON) Star Business Bundle	\$199.00	\$199.00
1	12 Month	TDS TV for Business - Sports & More	\$70.00	\$70.00
1	12 Month	Broadcast Retransmission Fee	\$12.80	\$12.80
1	12 Month	Wireless Set-Top Box Rental	\$8.00	\$8.00
1	24 Month	2019 2 YR HSI Promotion - FLEX	-\$100.00	-\$100.00

***Total Monthly Services Charges/Credits:**

\$189.80

One Time Charges/Credits:

<u>Quantity</u>	<u>Term</u>	<u>Description</u>	<u>Price each</u>	<u>Total</u>
1	One Time	Service Order Charge	\$20.00	\$20.00
1	One Time	Service Order Charged - Waived	-\$20.00	-\$20.00
1	One Time	HSI Installation Fee	\$150.00	\$150.00
1	One Time	HSI Installation Fee - Waived	-\$150.00	-\$150.00
1	One Time	Modem Shipping & Handling Fee	\$14.95	\$14.95

***Total One Time Charges/ Credits:**

\$14.95

- managedIP SIP and PRI locations must have a minimum of trunks. If a location falls below the minimum requirement, the service will be canceled and cancellation charges will apply.
- *Total does not include applicable taxes, fees, assessments or surcharges. Additional Directory Listing charges may also apply and are not include in the Totals herein. Local usage charges apply if applicable.
- Customer is responsible for cancellation of services with current providers.
- If Customer has an active alarm line, Customer must advise alarm company of change of service.
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Terms and Conditions:

<https://tdsbusiness.com/terms-of-service.html>

Quote created using Version 2019 V1.6. Pricing and products on this quote are good for 30 days only. TDS reserves the right to change products and pricing after 30 days.



VILLAGE BOARD SUMMARY SHEET

MEETING DATE: Tuesday, September 24, 2019

SECTION: Business

DEPARTMENT: Communications & Technology

CONTACT:

AGENDA ITEM: Discussion and possible approval to changes in chapter 1 of the Village Technology Plan.

PREVIOUS ACTION:

ISSUE SUMMARY:

FINANCIAL/BUDGET IMPACT:

VILLAGE PLAN REFERENCE:

ORDINANCE REFERENCE:

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

ATTACHMENTS:

1. Chapter 1_v4

Chapter 1 – Computers and Peripherals

Computer Inventory

Department	Desktops	Laptops	Tablets	Department Total
Administration	7	1	2	10
Comm. & Tech.	5	2	0	7
Community Development	3	1	0	4
Court	1	0	1	2
Emergency Management	0	1	0	1
Fire & Rescue	16	0	0	16
Police	13	8	0	21
Public Works	10	2	1	13
Senior Outreach	4	1	0	5
Meetings (Shared)	0	0	10	10
Village Board	0	0	7	7
Totals:	62	16	21	96

Standards

The following standards are the minimum specifications that must be met when purchasing a new device or considering if a device needs to be replaced. Anything beyond the “above average” specifications will be considered a specialty device.

Specification	Minimum	Target	Above Average
Processor (Desktop)	Intel Core i5	Intel Core i5	Intel Core i7
Processor (Laptop)	Intel Core i3	Intel Core i5	Intel Core i7
Memory	4 GB – 8 GB	8 GB	8 GB – 32 GB
Primary Drive	250 GB – 500 GB SSD	500 GB SSD	500 GB – 1000 GB SSD
Monitor Connections	1	2	3+

Workstation

A workstation is any location reserved for staff to operate a device from. This may be a desk, shared space, or docking station.

Desktop

This type of workstation does not have any portability, and requires a table, desk, counter, or other flat surface to operate. These devices are usually the most powerful due to not having strict restrictions on size and/or power consumption.

Laptops

This type of workstation is very portable and can be moved between a workstation, meeting space, etc. Although limited due to their portability and battery capacity, laptops can be expanded through use of a docking station to act similar to a desktop workstation.

Tablets

A tablet, such as a Microsoft Surface, is highly portable but much more difficult to expand upon. Tablets are usually reserved for lighter loads or when portability is the largest concern.

Peripherals

There is a myriad of peripherals that can be connected to a computer; however, there are several common ones that will be addressed in this section.

Mice and Keyboards

Desktops require both a mouse and keyboard to operate; laptops have a built-in keyboard and touchpad, but laptops should also have an external mouse for more efficient operations; tablets can be accompanied by a detachable keyboard and an external mouse if required, but this will depend on the intended use.

Monitors

All workstations require a minimum of one display in order to operate. For laptops and tablets, this display is built in.

Workstations where multi-tasking or significant workloads are expected should have a minimum of two displays. A dual display setup is particularly useful when transferring information between documents, webpages, emails, etc.

Monitor Standards

Specification	Target	Above Average
Display Size	19" – 24"	24" +
Resolution	1920 x 1080	3840 x 2160
Connections	VGA, DVI or HDMI	DisplayPort

Speakers and Headphones

Every workstation should be equipped with sound capabilities for webinars, web conferencing, training videos, playback of meeting recordings, audio cues, voicemail-to-email messages, and more.

Speakers are generally the preferred method of sound delivery, but in environments where proximity to others may cause disturbances, when information may be of a sensitive nature, or if noise makes speakers impractical headphones may be used instead.

Microphones and Webcams

Occasionally, staff will be required to attend webinars, web conferences, or other training events where a microphone or webcam may be required. Since this is not a frequent occurrence, the need for these peripherals will be determined on an as-needed basis by individual department heads.

Lifecycles

Computer Lifecycles

Device	Lifecycle
Desktop Computer	4 – 5 Years
Laptop Computer	3 – 4 Years
Tablet Computer	3 – 4 Years

Peripherals Lifecycles

Device	Lifecycle (Recommended)
Mouse and Keyboard	5 – 7 Years
Monitors	5 – 7 Years
Speakers	5 – 7 Years
Headphones	3 – 5 Years
Microphone	3 – 4 Years
Webcams	5+ Years

Peripherals Lifecycles are listed as a recommended amount of time but can be shortened or expanded at discretion of department head and Village Administrator.

Planned Replacement Procedure

The goal of these procedures is to replace the entire inventory over the course of a single lifecycle. Replacements should be staggered in order to ensure that the financial burden is distributed evenly over several years.

Trickle-Down Replacements

The Village does not follow any trickle-down replacement schedule. While it does result in every device being replaced and all obsolete devices being phased out, the time it takes to replace a single workstation is increased proportionally to the number of subsequent devices that are upgraded.

Additionally, there is a time-cost to having several individuals learn a new machine, installing proper software, and troubleshooting issues as they arise. Also, from a psychological standpoint, this can imply to employees that they or their position is of less worth.

Although devices may be repurposed elsewhere in the Village, this will not happen regularly and is not considered to be a trickle-down replacement.

Unplanned Replacement Procedure

While regular replacements will prevent unexpected failures of equipment, there is always a risk that devices will fail unexpectedly.

In the event of a device failure, the device will first be assessed to determine if it can be repaired at minimal cost. This can include manufacturer warranties and use of surplus parts.

In the event that repairs cannot be made, or where doing so would be prohibitively expensive, the necessity of the device will be assessed. If operations of staff or the department are not greatly impacted, or another device may be used in its place, replacement of the device will be set for the next fiscal year. If a device is essential for staff or department operations, it will be replaced as soon as fiscally possible.