City of Gustavus
Project Scoping Document Nomination Short Form

Project eligibility

Does the proposed project represent a major, nonrecurring expense? YES [x] NO [ ]

Will the proposed project result in a fixed asset (e.g., land, major equipment, building or other structure, road or trail) with an anticipated life of at least two years? YES [x] NO [ ]

Will the project provide broad community benefit? YES [x] NO [ ]

If you were able to answer YES to all three questions, please provide the following additional information:

1. Project title (Suggested heading in CIP): City Council and GVFD Fire Chief Computer Replacement Project

2. Project description and benefit. Describe the project in half a page or less, including specific features, stages of construction, etc. Explain how the project will benefit the Gustavus community.

The City Council computers (7 in total) are too old to update to Microsoft Windows 11. Windows 10 will no longer be supported come October 2025. Not upgrading our computers and trying to continue operating on an unsupported Windows 10 would open us up to cyber security threats. Our City Council Members are all volunteers who put in a lot of their time to help our city function. The least we can do is provide them with the appropriate equipment to serve in their role.

The Fire Chief's computer is also outdated and has run out of storage. The age of his computer has put his computer in the same situation as the council's computers. The Fire Chief is also expected to keep personal identifiable information (PII) on the physical computer in a secure file versus being on the server. This takes up a large amount of storage.

Providing new computers so that the Fire Chief and Council Members can carry out their roles and responsibilities in representing/serving the community is important. As a City we make a commitment to our community to work efficiently and to do the best we can to keep all data secure.

3. Plans and progress. Describe in one or two paragraphs what has been accomplished so far (if anything). This may include feasibility study, conceptual design, final design/engineering/permitting, fundraising activity, and total funds raised to date.

We obtained two quotes for the purchase of these computers. Our IT company, ATS had the lowest quote for the cost of all 8 computers as well as a site visit to help set up the computers. If possible, I would like ATS to give a brief training on how to recognize phishing and what to do.

Submitted by: Liesl Barker   Meeting Date: _____   Approved___   Not Approved___

We are also awaiting a quote from ACS for the computers as well. If this quote is better we would purchase them from ACS; they would ship them here and then we would have ATS configure them.

4. Project cost:

   A. TOTAL COST (including funds already secured) = $ 9,700

Cost of Site Visit and configuration: $1,700

Cost of 8 Dell Latitude 5450-i5-135U: $8,000

   B. For construction projects, break out preconstruction costs (feasibility/design/permitting):

   Preconstruction costs = $___N/A_____   Construction costs = $___N/A_____

5. Timeline: Indicate when you hope to complete each phase of the project.
   Please keep in mind that the CIP will not be published until the end of September. Legislative funding (if any) would not be available until July of next year (or later) for state funding and October of next year (or later) for federal funding.

   A. For projects that consist of land or equipment purchase only, state when the purchase would be made: _____N/A_____

   For construction projects:
   B. Preconstruction phase to be completed by _____N/A_____.
   C. Construction phase to be completed by _____N/A_____.

The goal would be to have the computers in Gustavus and signed out to the council members no later than end of November.

6. Provide a quality digitized photo, drawing, map, or other graphic image of your project if possible.

Description	Qty
*** New Council/Fire Chief Laptops Dell Latitude 5450 - i5-135U, 16GB RAM, 256GB SSD, Win11 Pro, 3yr Warranty	8

Submitted by: Liesl Barker   Meeting Date: _____   Approved___   Not Approved___