



Memorandum

To: Mayor Nelson and Members of the City Council

From: Daniel R. Buchholtz, MMC, Administrator, Clerk/Treasurer

Date: October 31, 2024

Subject: Computer Refresh – Phase 2

Staff is seeking approval to begin the next step of the computer refresh cycle. Computers were last replaced in 2019. We cycle the computer infrastructure on a 5 year cycle to maintain operational efficiency and security.

Phase 1 replaced all of the computers in the Police Department. Phase 2 will replace all of the computers in the Administration and Recreation Departments. This phase will continue the transition to laptops to support remote work options. The planned acquisitions are as follows:

1. HP Laptops and Docking Stations (qty 14)
 - Assigned to Administrator Buchholtz, Deputy Clerk Brown, Accountant Barker, Utility Billing Clerk Brown, Permit Technician Pearson, Building Official Baker, Code Enforcement Official Morris, Accounting Clerk Morrison, Recreation Director Okey, Recreation Supervisor Goldberg, Recreation Supervisor Scanlon, Recreation Receptionist Olden, and Public Works Director Linngren
 - 1 assigned for general use in the Recreation Department
2. HP Desktops (qty 2)
 - 1 desktop will be in a cubicle to scan documents into Laserfiche
 - 1 desktop for the Public Works Facility

The computers will be sent to our IT consultant, Computer Integrated Technologies, for setup and programming prior to deployment. That work will be done under the hourly service rate set forth under our IT contract.

Staff will be purchasing keyboards separately to accompany the docking stations. Computer monitors will be replaced as needed.

Funds for the computer refresh were included in the City Hall Renovation/Expansion project budget.

If you have any questions, please do not hesitate to contact me at 763-784-6491.