

**TO:** Andrew P. Powers, City Manager

**FROM:** Jaime Boscarino, Finance Director

**DATE:** October 8, 2024

**SUBJECT:** Information Technology Equipment Replacement

**RECOMMENDATION:**

1. Authorize expenditure for C D W Government, Inc. (Vernon Hills, IL) in an amount not to exceed \$150,000 in Fiscal Year (FY) 2024-25 for computer laptops, desktops, switches, and firewall replacements from A/C #001-3410-612-3300 (Equipment Less than \$5,000).
2. Find that this action is not a project as defined under the California Environmental Quality Act.

**LEVINE ACT ITEM:** Yes

**FINANCIAL IMPACT:**

**No Additional Funding Requested.** Minimal cost for staff time is included in the Adopted FY 2024-25 General Fund Budget. \$150,000 is included in the Adopted FY2024-25 General Fund Budget.

**BACKGROUND:**

The City's Information Technology (IT) division is responsible for technology equipment replacement for City staff at various City locations. Depending on the type of equipment, the average lifecycle is four to seven years. Laptops are typically replaced after four years, while desktops, switches, and firewalls are generally replaced every five to seven years. The City has approximately 550 desktops, laptops, and tablets combined. Additionally, the City has approximately 150 switches, servers, and firewalls (i.e., infrastructure).

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Computer equipment replacement takes place on an annual schedule and throughout the year as needed. C D W Government, Inc. has provided the best pricing on laptops and infrastructure equipment. C D W Government, Inc. is a trusted vendor the City has regularly purchased from in the past.

**DISCUSSION/ANALYSIS:**

The City has approximately 95 desktops, laptops, and tablets due for replacement in FY 2024-25. The vast majority of the replacements are for laptops as the City transitions to a mobile workforce strategy. There are additional switches and firewalls due for replacement based on end-of-life or nearing end-of-life maintenance and support. With the ever-increasing cybersecurity risks, timely replacement of computer infrastructure equipment is imperative in the City's efforts to maintain its cybersecurity posture.

The Finance Department's IT Division completed a request for quotes for desktops, laptops, switches, and firewalls. Of the three quotes received, C D W Government, Inc. provided the best pricing for laptops, switches, and firewalls. C D W Government, Inc. is a well-established vendor with a national reputation and has been in business for several years.

**LEVINE ACT (California Government Code § 84308):**

This item is subject to the Levine Act. City Councilmembers who have received a campaign contribution of more than \$250 (aggregated) within the preceding 12 months from a party or their agent/representative, or a financially-interested participant involved in this proceeding may do either of the following: (1) disclose the contribution on the record and recuse themselves from this proceeding; or if applicable (2) return the portion of the contribution that exceeds \$250 within 30 days from the time the official knew or should have known about the contribution, and participate in the proceeding.

All parties and their agents/representatives must disclose on the record of this proceeding any aggregated contribution of more than \$250 made to any Councilmember within the preceding 12 months (Attachment #1). Councilmembers are prohibited from accepting, soliciting, or directing a campaign contribution of more than \$250 (aggregated) from a party, their agent/representative, or a financially-interested participant during a proceeding and for 12 months following the date a final decision is made. In addition, a party, their agent/representative, or a financially-interested participant is prohibited from contributing more than \$250 (aggregated) to a Councilmember during a proceeding and for 12 months following the date a final decision is made.

**COUNCIL GOAL COMPLIANCE:**

Meets the following City Council goal:

C. Operate City government in a fiscally and managerially responsible and prudent manner to ensure that the City of Thousand Oaks remains one of California's most desirable places to live, work, visit, recreate, and raise a family.

**PREPARED BY:** Eddie Hughes, IT Manager

Attachments:

Attachment #1 – Levine Act Form (To be provided)

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