ACTION SHEET
CITY COUNCIL COMMITTEE MEETING OF 11/12/14
ITEM FROM FINANCE COMMITTEE MEETING OF 11/03/14

ISSUE:

18.   Discuss Implementation Options Proposed per Resolution 2014-54 Regarding Donated Computers for Indigent Children Program. (Renee Martinez)

FINANCE COMMITTEE ACTION: APPROVED AS DISCUSSION ITEM

FUNDING SOURCE:

SPECIAL CONDITIONS OR AMENDMENTS

Recommended Option 1 with direction to establish a PC Refresh Program.

STAFF FOLLOW-UP:

VOTE	FOR	AGAINST	ABSTAIN
COUNCILOR TRUJILLO	X		
COUNCILOR RIVERA	X		
COUNCILOR LINDELL	X		
COUNCILOR MAESTAS	X		
CHAIRPERSON DOMINGUEZ			

3-17-14

City of Santa Fe, New Mexico
memo

DATE: October 23, 2014

TO: Finance Committee

FROM: Renée Martínez, ITT Department Director
Lisa D. Martinez, Land Use Department Director

ISSUE: Update and Discussion of Implementation Options - Resolution No. 2014-54, Donated Computers for Indigent Children Program

SUMMARY:

On July 9, 2014, the City Council passed, approved and adopted Resolution No. 2014-54, directing staff to explore options for establishing a program whereby retired and refurbished city personal computers will be available for donation to indigent children and youth.

The ITT Department has explored alternatives for providing retired City computers to the program and two options are positioned for discussion at this time. Option 1 is to provide 50-100 computers a year based on the current ad-hoc replacement of City PCs and Option 2 is to provide 250-350 computer years by establishing a City PC Refresh Program based on best practices.

Implementation Options:
1. **Ad-hoc PC Replacement** - The City currently replaces personal computers upon the request of a Department or upon the recommendation of the ITT Department in response to equipment failures or conditions. The current approach produces 50-100 retired personal computers, at a cost of approximately $80,000 each year.

2. **Planned PC Refresh Strategy** – A planned PC refresh strategy whereby the oldest City computers are replaced each year and computers are replaced on a normal 3-4 year cycle would produce 250 – 350 usable PCs for this program on an annual basis. The ITT Department requested the establishment of a PC refresh program in the FY 14-15 budget request at an annual cost of $300,000. A City PC refresh program following best industry practices and provides value in a) ensuring that employees across City departments have computers with sufficient computing capacity and compatibility to support daily productivity and b) minimizing break-fix costs.

General Program Procedures:
The ITT Department will remove City data and software from all PCs donated to the program. Further, the ITT Department has the capacity to provide approximately ten (10) retired computers per month without adversely impacting the current ITT support level to City departments. If more than ten (10) computers are to be provided in any given month, the City has the option to contract the additional work required to prepare the computers to a local firm at an estimated cost of $90 per PC.

The City intends to reach out to the Santa Fe Public Schools (SFPS) as a program partner. The role of the SFPS will be to identify the children who will receive the donated computers.

The program will follow any rules and procedures for donation of City assets. A quarterly request for approval by the City Finance Committee to donate retired personal computers may be prepared by the ITT Department.

The City will not assume responsibilities for technical support once the computers are donated.

ACTION:

Discuss implementation options proposed per Resolution No. 2014-54, Donated Computers for Indigent Children Program

REFERENCE:
A white paper is attached with additional information regarding the options summarized herein.

xc. File

City Of Santa Fe
ITT Department

Computers for Indigent Children Plan

Fiscal Year 2014 – 2015

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Executive Summary

On July 9, 2014, the City Council passed, approved and adopted Resolution No. 2014-54, directing staff to explore the options for establishing a program whereby retired and refurbished city computers will be available for donation to indigent children and youth.

This program is based upon the need to provide indigent children and youth with retired and refurbished PCs to assist them with school assignments and projects. This program will supplement the computer access that is provided through the City's public libraries, considering that such access is well utilized and thereby limited.

The City intends to partner with the Santa Fe Public Schools to identify children who would benefit from the program.

Program Overview

Source of Computers

PCs for this program will come from older computers deems by the City ITT Department as no longer fit for use by the City of Santa Fe. The number (#) of computers available to the program depends on the City's replacement strategy and approach for older computers.

- Ad-hoc PC Replacement - Currently, the City replaces personal computers upon the request of a Department or upon the recommendation of the ITT Department in response to equipment failures or conditions. The current approach produces 50-100 retired personal computers, at a cost of approximately $80,000 each year. These computers are available to the program.

- Planned PC Refresh Strategy – A planned PC refresh strategy whereby the oldest computers are replaced on a normal 3-4 year cycle would produce 250 – 350 usable PCs for this program on an annual basis. The ITT Department requested the establishment of a PC refresh program in the FY 14-15 budget request at an annual cost of $300,000. The budget request was not approved, and consequently a refresher program cannot be implemented at this time. The ITT Department will renew its request for the FY 15-16 Budget.

  o Best industry practices recommend that organizations replace and refresh personal computers every three to four years. This practice helps ensure that PCs and associated Operating Systems (OS) remain compatible with other technological systems (applications, network systems, security systems, etc.) and meet reasonable performance expectations.

Preparation of Computers

There is some labor involved with preparing retired City personal computers for the program. The following work will be performed and completed prior to donating each computer.

- Remove all City data and licensed products from each computer
- Install software on each computer
    - Ubuntu Operating System (Similar to Windows), which is free
    - Open Office (Similar to Microsoft Office)

The City ITT Department has the staffing capacity to prepare and configure 10 PCs per month without adversely impacting its ability to sustain support for the City's daily requirements. A requirement beyond 10 PCs per month would have to be contracted out to a local firm at an estimate of $90 per PC.

Standard PC Configuration

In order for donated PCs to be operational for the program, the City will prepare each PC with a standard configuration. PCs will be configured with:

- Intel Processor
- 4GBs of Memory
- 160GB Hard Drive
- DVD player
- Network Card
- Sound

These computers will be able to support:

- Internet browsing
- School Homework
- School and home related applications/programs

Donation of Computers

The City intends to reach out to the Santa Fe Public Schools (SFPS) as a program partner. The role of the SFPS will be to identify the children who will receive the donated computers. The City will follow any rules and procedures for donating City assets. The ITT Department may prepare a quarterly request for approval by the City Finance Committee to donate retired personal computers.

Computer Support After Donation

The City will not assume responsibilities for technical support once the computers are donated.

Program Status

- ITT currently has six computers that may be donated to this program and additional computers may be made available as older City PCs are replaced through attrition.

- Contact with the Santa Fe Public Schools to solicit their participation is planned.

- Options for proceeding with this program will be presented and discussed with the City Finance Committee

Conclusion

Options have been explored for establishing a program whereby retired and refurbished city computers are made available for donation to indigent children and youth. This whitepaper describes the program and offers two options for moving forward. Option 1 is to provide 50-100 computers a year based on the current ad-hoc replacement of City PCs and Option 2 is to provide 250-350 computer years by establishing a City PC Refresh Program based on best practices.

1   **CITY OF SANTA FE, NEW MEXICO**

2   **RESOLUTION NO. 2014-54**

3   **INTRODUCED BY:**

4

5   Councilor Chris Rivera

6   Councilor Joseph Maestas

7   Councilor Ronald Trujillo

8   Councilor Patti Bushee

9

10   **A RESOLUTION**

11 **DIRECTING STAFF TO EXPLORE THE OPTIONS FOR ESTABLISHING A PROGRAM**

12 **WHEREBY RETIRED AND REFURBISHED CITY COMPUTERS WILL BE AVAILABLE**

13 **FOR DONATION TO INDIGENT CHILDREN AND YOUTH.**

14

15   **WHEREAS,** in the current technological society in which we live, the use of computers by

16 children and youth has become a necessity in their everyday lives; and

17   **WHEREAS,** students require computers to complete school assignments, research, and

18 submit class projects in print or online; and

19   **WHEREAS,** although, our public libraries have computers available for use by the public,

20 there are a limited amount available at any given time; and

21   **WHEREAS,** the City retires computers from time to time in an effort to keep hardware

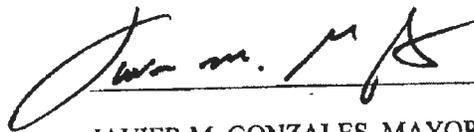22 systems upgraded for the City of Santa Fe; and

23   **WHEREAS,** in effort to assist indigent children and youth in Santa Fe, the Governing Body

24 desires to have retired City computers, including desktops and laptops, refurbished and data removed

25 from such computers to prepare them for donation to indigent children and youth in Santa Fe through

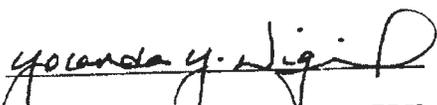1   a program that will be developed by staff.

2   **NOW, THEREFORE, BE IT RESOLVED,** that the Governing Body of the City of Santa

3   Fe directs staff to explore the options for establishing a program whereby retired and refurbished City

4   computers, including desktops and laptops, will be available for donation to indigent children and

5   youth.

6   **BE IT FURTHER RESOLVED** that within 60 days of adoption of this resolution, staff shall

7   present the program details to the Governing Body including any fiscal impact that may result due to

8   the establishment of the program.
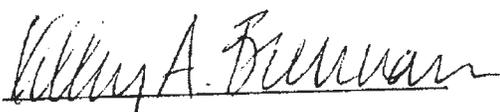
9   PASSED, APPROVED, and ADOPTED this 9th day of July, 2014.

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11   _____

12   JAVIER M. GONZALES, MAYOR

13   ATTEST:

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15

16   YOLANDA Y. VIGIL, CITY CLERK

17   APPROVED AS TO FORM:

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19

20   KELLEY BRENNAN, CITY ATTORNEY

21

22

23

24

25   *M/Melissa/Resolutions 2014/2014-54 Computers for Indigent Kids*