




TOWN OF FAIRFAX

STAFF REPORT

December 4, 2019

TO: Mayor and Town Council

FROM: Garrett Toy, Town Manager 

SUBJECT: Appropriate funding from the Office Equipment Replacement Reserve (Fund 08-928) to purchase new computers/software for Town Hall to accommodate the Windows 10 operating system

RECOMMENDATION

Appropriate \$25,000 to the Office Equipment Replacement Fund (Fund 08-928) from Fund 08 reserves to purchase new computers.

DISCUSSION

The Town last purchased new desktop computers for the majority of staff in 2014. The warranties for the computers expired in July 2019. All these computers and laptops (11 desktops and 2 laptops) are on the Windows 7 operating system which will no longer be supported by Microsoft in January 2020. As almost all our computers are 5 years old and we need to migrate to Windows 10, Marin IT recommends that the Town purchase new computers to run Windows 10.

Over the past few years, the Town has been making annual contributions to the Office Equipment Replacement Fund (Fund 08-928) in anticipation of this expenditure. Currently, the Fund 08 has a reserve of \$38,000 designated for computer/software purchases. Staff is working with Marin IT to determine which computers/laptops should be replaced and which computers can be upgraded with Windows 10.

FISCAL IMPACT

The \$25,000 budget includes the purchase of hardware/software and set up by Marin IT.