



# CITY OF TAMPA

Pam Iorio, Mayor

Darrell Smith

Chief of Staff

March 22, 2010

**To:** Administrators & Department Directors  
**From:** Darrell Smith, Chief of Staff *Darrell Smith*  
**Subject:** Centralized Management of Technology Equipment Actions Items

As a result of the EETF #9 initiative for the centralized management of technology equipment and software, several changes to our City operating procedures have been implemented. The changes began in FY09 and are continuing in FY10. The major changes are itemized below with an explanation of actions requested.

The first change that was implemented involves the procedure to purchase technology hardware and software. Starting in FY09, Technology and Innovation (T&I), in coordination with Purchasing, implemented the procedure to review all technology purchases - even those that are imbedded in non-technical equipment such as vehicles or boats. T&I must at a minimum review and approve all departmental technology purchases. Where practical, T&I will actually process the purchase.

***REQUESTED ACTION: Coordinate all technology purchases through T&I.***

*Inform your staff to contact the T&I Help Desk to coordinate the purchase of all technology related products. T&I will then, if approved, determine the most effective method to accomplish the purchase.*

The Technology Management Bulk Procurement Program that is now implemented involves the funding for replacement of PCs and related items. Funding is based on a 5-year replacement schedule. Therefore each year, funding for 20% of your PCs must be included in your departmental budget. The number of PCs in each department is established in the January – March timeframe and is then used in the budget prep process to establish the amount to budget for PC replacement. The 5-year cost basis for each PC for FY11 will remain at \$1000. It is very important that the inventory for your department be as accurate as possible.

***REQUESTED ACTION: Turn-in unused PCs and technology equipment.***

*Inform your staff to contact the T&I Help Desk to coordinate the pick-up of all unused PCs, monitors, etc. that may be in vacated offices. This will reduce your inventory and therefore your budget cost allocation.*

To increase efficiency in servicing PCs, the next change that was implemented involves the procedure utilized to deploy replacement PCs. Starting in the summer of 2009 with the opening of the CMOB building, T&I has been deploying replacement PCs by building/location. This procedure allows for greater economy of scale by replacing all PCs in a building and not just the oldest units. This achieves a consistent PC configuration and software for all PCs in a building. This makes future trouble calls much more efficient to trouble shoot and resolve. To date the buildings that have had a standard configuration deployed include CMOB, Solid Waste, GAC, TPD District 3 and the TPD Communications Center. In order to keep a consistent configuration in a building and to better track inventory, it is essential that all PC relocations be coordinated through T&I.

***REQUESTED ACTION: Coordinate relocation of PCs and related equipment through T&I.***

*Inform your staff to contact the T&I Help Desk to coordinate the relocation of all PC and related equipment, even within a building. This will reduce the need for T&I to replace a PC that has been moved but is not the configuration designated for that building.*

Phase 2 of EETF #9 primarily involves the centralized management of copiers, printers, scanners and fax machines. Two separate but related initiatives are currently in progress. In the fall of 2009, the first initiative began with the purchase and deployment of 36 new Multi-Function Devices (copiers) in various departments replacing older models. The new copiers are equipped with full features including color scanning, fax, fax from PC & digital format conversion. Some of the copiers include color printing. The strategic plan is to direct all print, scan and fax to these copiers thus eliminating the need for some, if not most, other printers. T&I technicians are currently implementing these features on the new copiers, and on existing copiers when possible. The second initiative is to consolidate and reduce the number of printers throughout the City. The goal is to reduce the cost of printing by fully utilizing the copiers, which have a much lower cost per page. T&I is currently conducting printer reviews in locations that have received a new copier. This effort will be expanded to include all locations throughout the City.

***REQUESTED ACTION: Support printer consolidation.***

*Inform your staff that in the near future T&I will be contacting them to perform a copier/printer consolidation analysis. The process will include assessment, recommendation and deployment phases.*

Implementation of the actions discussed above will improve the efficiency of the technology equipment management process while saving operating and capital dollars. I appreciate your support of this important program.