# POLICY AND PROCEDURE

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| *Subject:* | Technology Equipment Purchasing, Renewal and Replacement | *Index:* | Facilities and Services |
| | | *Number:* | 1001-1-9 |
| *Effective Date:* | August 25, 2022 | *Prepared By:* | Information Technology |
| *Supersedes:* | 1001-1-5 | *Approved By:* | |

## 1. *PURPOSE:*

To outline procedures and stipulations for the purchase of new equipment and for replacement of computers and other equipment that has passed its usefulness and is considered to be end of life ("EOL").

## 2. *ORGANIZATIONS AFFECTED:*

This policy applies to the City of San Clemente Information Technology Division.

## 3. *SCOPE:*

This policy covers all computers, servers, tablets, smartphones, switches, routers, and any other computing and networking devices owned by the City.

## 4. *POLICY:*

**4.1.** Technology Equipment Purchases

All technology purchases must follow the City's established purchasing policies and procedures. Approval from the Information Technology Division prior to creation of a requisition or use of any other purchase method is required for all purchases that involve and/or are related to Information Technology and/or telecommunications. This requirement also applies to technology integrated into other purchases (as opposed to stand-alone technology) such as specialty equipment that has companion software to collect, store, and report data, and "Wi-Fi enabled" or "Internet of Things" (IoT) devices that include the ability to connect to City or other networks. Information Technology will assess and provide recommendations/guidance based on review of Information Technology best practices and City standards, validation of compatibility with existing City systems and network requirements, review of security concerns, and any other applicable considerations. Any purchases that deviate from the standards that have been set by the Information Technology Division will need special approval for purchase by City Manager or designee.

Information Technology hardware and software standards will be established by the Information Technology (IT) Division and reviewed on a regular basis as technologies evolve. Standards provide a consistent set of tools for the City's Information Technology Division. Non-standard hardware and software will not be supported.

**4.2.** Technology Equipment Renewal and Replacement

Information Technology Division will replace computing and networking hardware on prescribed intervals in order to maintain system stability, reliability and acceptable levels of performance.

Old computer workstations, servers, printers and other computing and networking equipment shall be removed from service as they become unreliable, cannot efficiently run common business applications or because it is no longer cost-effective to maintain such infrastructure. As such, the City replaces computer hardware and network equipment deemed to be EOL on a regular schedule.

The computing environment will be reviewed on an annual basis and a replacement plan will be developed for the coming fiscal year. When computing hardware reaches EOL, it will be evaluated for replacement funding through the regular budget process.

Expected lifecycles for equipment have been defined as follows:

| Equipment | Life Expectancy |
|---|---|
| Workstations/Desktop PCs | 4-5 Years |
| Laptop Computers | 4-5 Years |
| Servers | 5-7 Years |
| Storage Systems | 5-7 Years |
| Firewalls | 5-7 Years |
| Routers | 7-10 Years |
| Switches | 7-10 Years |
| Tablets/Smartphones | 2-3 Years |
| Monitors | Kept until picture degrades or other failure. |
| Printers | Upon failure in which repair cost is greater than 50% of the replacement cost. |

## 5. *DEFINITIONS:*

**5.1.  End of Life (EOL)** - The point in time at which equipment has passed its usefulness/life expectancy and should be evaluated for replacement funding pursuant to this Policy.

## 6. *PROCEDURE:*

**6.1.** This policy will be reviewed by the Information Technology Manager on an annual basis and may be updated as needed with City Manager approval.