Agenda Item No. **C-4**

DATE SUBMITTED	06/25/2025
SUBMITTED BY	R. ALEJANDRO ESTRADA
DATE ACTION REQUIRED	7/2/25

COUNCIL ACTION (X)
PUBLIC HEARING REQUIRED ( )
RESOLUTION ( )
ORDINANCE 1ST READING ( )
ORDINANCE 2ND READING ( )
CITY CLERK'S INITIALS ( )

IMPERIAL CITY COUNCIL
AGENDA ITEM

SUBJECT: DISCUSSION/ACTION:

1. APPROVAL OF THE INNOVATION & TECHNOLOGY PROJECTS, VEHICLE PURCHASE, AND RECURRING FEES INCLUDED IN THE 2025-2026 BUDGET.

DEPARTMENT INVOLVED: DEPARTMENT OF INNOVATION & TECHNOLOGY

BACKGROUND/SUMMARY:

This item seeks approval for the proposed Innovation & Technology projects and associated recurring fees outlined in the 2025–2026 IT budget. The budget includes key technology initiatives that support organizational efficiency, Cybersecurity, digital transformation, and service delivery improvements. It also covers recurring costs for essential software licenses, system maintenance, and contracted technology services necessary to maintain ongoing operations. Approval ensures timely project implementation and continued support for critical technology infrastructure

FISCAL IMPACT:

Items included in 2025-2026 Innovation & Technology Budget.

FINANCE INITIALS *JMS*

STAFF RECOMMENDATION:

The staff recommends approving the disbursements of funds for IT 2025-2026 projects.

DEPT. INITIALS

MANAGER'S RECOMMENDATION:

approve

CITY MANAGER's INITIALS

MOTION:

SECONDED:
AYES:
NAYES:
ABSENT:

APPROVED ( )
DISAPPROVED ( )

REJECTED ( )
DEFERRED ( )

REFERRED TO:

Department of Information Technology
Fiscal Year 2025-26 Budget

The Department of Innovation & Technology budget outlines the financial allocation for technology-related expenses within an organization. It encompasses hardware, software, infrastructure, maintenance, upgrades, cybersecurity measures, Geographic Information Systems, and personnel training costs. The IT budget is a strategic tool for aligning technology investments with business goals, optimizing resource allocation, and ensuring efficient IT operations. By carefully planning and managing the IT budget, as an organization, we can leverage technology to drive innovation, enhance productivity, and maintain a competitive edge in today's digital landscape. A well-designed IT budget not only aligns with the fundamental goals and objectives of the organization but also serves as a roadmap for leveraging technology to achieve sustainable growth and success. The following is a numbered index, accompanied by the detailed documents it references.

STP FY 2024-29

The City of Imperial's (City) Strategic Technology Plan (STP) highlights the City's investment in Information Technology (IT) and provides a five-year technical and financial forecast. The STP supports the City's immediate needs and defines strategic priorities to maintain operational viability, increase efficiency, and promote innovation. The STP is updated biannually to capture evolving City priorities, reflect the latest technology trends, and ensure responsiveness to customer needs. The City Council adopts the STP, setting priorities and funding technology initiatives. This will be subject to review every two years to ensure alignment with any new services or updates that require evaluation.

Department of Innovation & Technology
2025-26 New Projects/Acquisitions
The requested Budget in this document does not include Salary and Benefits.

1. **Information Technology, Services. Fund 143: Budget allocated $95,700**
   Budget 143 is allocated for acquiring necessary departmental items and services, including vehicle fuel, uniforms, and training.

   - 2024-25 Approved Budget: $53,017
   - New Purchases or Projects

New purchase		
Account 5440	New Vehicle – Ford Escape SUV - The Public Services Department will coordinate the purchase of this unit.	40,000

2. **Information Technology, Enterprise. Fund 144: Budget allocated $620,375**
   Budget 144 is designated for acquiring necessary items and services for all other departments, including Licenses, SaaS, Support, and Services.

   - 2024-25 Approved Budget: $473,900
   - New Purchases or Projects

New Projects		
Account 5253	Agenda Management System (SaaS) - Council, Planning Commission, and Library Board meetings	*39,250
Account 5253	New City Website, in compliance with ADA Title II - Visual or hearing impairments, motor disabilities, cognitive disabilities.	*37,260
Account 5442	2025 workstation refresh - End of life of Windows 10, migration to Windows 11.	30,000
Account 5442	NVR System for City Hall, CD, and PD - Workplace Violence Prevention Plan.	20,000
Account 5442	Dell Unity Storage Server - Upgrade migration from an 8-year-old network-attached Server.	90,000
Total		216,510

*The amount includes implementation and annual fees.

3. **Information Technology, GIS Services. Fund 145: Budget allocated $209,244**
   Budget 145, this division is crucial in managing, analyzing, and visualizing data to support decision making, planning, and public services.

   - 2024-25 Approved Budget: $122,900

New Projects		
Account 5253	Purchase of Address and Routing Data - Data to be incorporated into our ArcGIS System	20,000
Account 5253	Purchase of 10 more AMS licenses - Currently, we have 25 Authorized Users.	12,500
Account 5442	Purchase of End users' technology for the AMS - Purchase GPS and mobile devices for field users, including data services.	37,810
Total		70,310

4. **Information Technology, Cybersecurity. Fund 146: Budget allocated $88,312**

    Budget 146, this division is crucial in protecting the City's digital infrastructure, sensitive data, and services.

    - 2024-25 Approved Budget: $130,800

5. **Information Technology, Broadband. Fund 147: Budget Allocated: $90,911**

    Budget 147: This division focuses on maintaining, expanding, and improving internet access in the city, including facilities within the city and public access points.

    - 2024-25 Approved Budget: $40,600

New Projects or Services		
Account 5280	Electricity for technology on light poles city-wide (Cameras, Wi-Fi, etc.)	10,000
Account 5282	Backup Internet Service Provider.	10,000
Account 5242	Maintenance of the broadband network, including component replacement (PTP Radios, Switches, Firewalls, etc.).	25,000
		45,000

Other Department Projects:

Department / Division	Project	Cost	Notes
Water (Utility Billing)	Water Meters Base Station (Upgrade)	82,000.00	The current Base Station has a Cybersecurity vulnerability.
Water Treatment Plant	SCADA 900 MHz wireless network upgrade for three sites (WTP, Aten Tank, and City Shop Tank)	10,000.00	The current wireless network reached its end of life several years ago.
Streets	Traffic wireless network upgrade for five (5) sites (intersections)	12,000.00	We will integrate this traffic network into the City Broadband network, improving resiliency and business continuity.
Wastewater Treatment Plant	Network Video Recorder System for WWTP (30 channels) - Workplace Violence Prevention Plan.	25,000.00	Currently, the city does not have a camera system in that facility.
Total		**$129,000.00**	

Capital Improvement Projects

- Enterprise Resource Planning (ERP) Funds allocated for this project are in the 2023-24 Budget.

Conclusion:

In conclusion, it is crucial to create an IT budget that harmonizes seamlessly with the council's vision. This synchronization is essential for achieving organizational objectives and effectively leveraging technological advancements. By investing in the right technologies, cultivating talent, and fostering a culture of innovation, we can harness the full potential of IT to adapt to evolving market dynamics, enhance customer experiences, and achieve sustainable growth in the digital era. Through collaboration and a proactive approach, we can ensure that our IT budget addresses present needs and anticipates future challenges and opportunities. By aligning our investments with the council's vision, we pave the way for a more interconnected, efficient, and resilient community, fostering sustainable progress and prosperity in the long term. Therefore, a well-crafted IT budget is not merely an expense but an investment in the future sustainability and success of the city.

City of Imperial
Department of Innovation & Technology
Budget 2025-26 New Projects / Acquisitions

Innovation & Technology 2025-26 New Purchase		
Project	Description	
19-143-5440	New Vehicle – Ford Escape SUV	40,000
	- The Department of Public Services will coordinate the purchase of this vehicle.	
Total		40,000

Innovation & Technology 2025-26 Projects		
Project	Description	Investment
2025-26-01	Agenda Management Software	39,250
2025-26-02	New City Website	37,260
2025-26-03	2025 workstation refresh	30,000
2025-26-04	NVR System for City Hall, CD, and PD Offices.	20,000
2025-26-05	Dell Unity Storage Server	90,000
2025-26-06	GIS Purchase of Address and Routing Data	20,000
2025-26-07	Purchase of 10 more AMS licenses	12,500
2025-26-08	Purchase of End users' technology for the AMS	70,310
2025-26-09	Water Meters Base Station	82,000
2025-26-10	WTP SCADA 900 MHz wireless network	10,000
2025-26-11	Traffic Cameras Wireless Network Upgrade (5 sites)	12,000
2025-26-12	NVR System for WWTP Site	25,000
Total		448.320

Innovation & Technology 2025-26 Subscription Renewals		
Project	Description	
19-146-5253	Cybersecurity Management Software	34,771
19-145-5253	Small Government Enterprise Agreement Annual Subscription (ESRI)	29,300
Total		64,071

June 27, 2025

To: Dennis Morita, City Manager
Re: **Justification Document: Purchase of new Vehicle for DoIT**

Mr. Morita,

Executive Summary

This report justifies the purchase of a new vehicle for the Department of Innovation & Technology (DoIT). The objective is to support increased operational efficiency.

Background

The DoIT is responsible for supporting and maintaining a wide range of technology infrastructure across multiple government sites, including:

- City Hall and Administrative Services
- Police Department
- Community Development
- Parks
- Public Library
- Public Services
- Traffic and Public Safety Installations
- Water Treatment Plan, including SCADA System
- Wastewater Treatment Plan, including SCADA System
- Traffic and Public Safety Installations

Current service delivery often requires travel for:
- Deployment and Tech Support of field hardware such as cameras, radios, and wireless equipment
- Emergency response to network and system outages
- Scheduled site visits for maintenance or upgrades
- Transport of sensitive or bulky equipment requiring secure handling

Currently, the department relies on the following vehicles:
- Chevrolet Malibu for Tech Support
- Ford F250 for Infrastructure Services
- Toyota Tacoma for the GIS Division

Justification for New Vehicle
1. **Operational Efficiency**
   a. On-demand access: A dedicated IT vehicle ensures rapid deployment to critical sites during emergencies or scheduled installations.
   b. Time savings: Reduced delays compared to vehicle pooling or scheduling shared resources.
2. **Cost Control and Liability**
   a. Asset protection: A government-owned vehicle is properly insured and maintained by the City's fleet management standards.
3. **Equipment Handling**
   a. Secure and safe transport: IT technicians routinely carry sensitive and expensive equipment (servers, networking gear, laptops, tools). A purpose-equipped vehicle can provide secure storage and minimize the risk of damage.
4. **Fleet Modernization and Compliance**
   a. Newer vehicles are more fuel-efficient and meet current environmental and safety standards.
5. **Recommended Vehicle**
   a. Vehicle Type: Ford Escape® ST-Line Select (white), estimated cost not to exceed 40,000.00
6. **Funding Source**
   a. We will use the funding allocated in the FY 2025-26 for a new vehicle, account 19-143-5440
   b. ***Public Services recommends*** *that the Department of Innovation and Technology (DoIT) proceed with the purchase of a departmental vehicle rather than pursue a lease, based on long-term operational efficiency, cost-effectiveness, and alignment with the department's objectives.*
   c. *DoIT will be utilizing the vehicle as a daily-use vehicle supporting essential IT functions, such as inter-facility travel, equipment transport, and emergency response—the vehicle must be available without restrictions on mileage or term-limited usage. Ownership guarantees uninterrupted access while avoiding penalties related to excessive use or wear.*
   d. *Moreover, purchasing builds equity and reduces long-term expenditures. A well-maintained City-owned vehicle offers continued service beyond a typical lease cycle, eliminating recurring lease costs and enabling customization to meet department-specific needs (e.g., hardware integration, auxiliary power).*
   e. *In conclusion, vehicle acquisition provides the DoIT department with greater flexibility, sustained operational readiness, and long-term financial benefits, making it the sensible choice for the Department and the City of Imperial.*

7. **Conclusion**
   - The addition of a new vehicle for the Department of Innovation & Technology is a strategic investment that enhances operational capability, reduces costs and liabilities, and aligns with municipal service delivery goals. It will enable the DoIT team to serve departments more effectively, especially during time-sensitive outages or field projects.

Sincerely,

R. Alejandro Estrada
Director of Information Technology

TO:	R. Alejandro Estrada, Director of Innovation and Technology
FROM:	Aimee Osuna, Public Records Analyst
CC:	City Manager's Office Kristina Shields, City Clerk
DATE:	May 14, 2025
SUBJECT:	Justification for Agenda Management & Voting System Budget Request FY25- 26

As part of our commitment to efficiency, transparency, and accuracy in city council operations, the City Clerk's Office aims to implement an agenda management and voting system in Fiscal Year 2025/2026. This technology-driven solution will modernize the entire meeting process—from agenda creation to post-meeting documentation—providing significant benefits to both city staff and the public.

Currently, agenda packets for City Council meetings are prepared manually, a process involving collecting physical documents from multiple departments, securing necessary approvals, formatting and scanning files, and distributing materials to several groups via email. Any revisions—whether minor or substantial—require staff to reprint and redistribute materials, leading to inefficiencies, delays, and increased risk of errors.

By adopting a digital system, we will streamline agenda creation, enable seamless distribution, and facilitate real-time updates, ensuring all documents remain well-organized and easily accessible. This transition will enhance meeting efficiency by centralizing discussions and reducing reliance on manual paperwork. Additionally, a digital voting system will provide instant visibility of results, automatically record decisions, and minimize errors in official records. City staff and residents will benefit from immediate access to agendas, records, and reports, strengthening transparency and public engagement.

Beyond reducing administrative workload, this initiative aligns our City Council with modern governance best practices, reinforcing our dedication to operational excellence. If this budget request is approved, staff may initiate a formal Request for Proposals (RFP) process to evaluate potential vendors, ensuring the selection of a solution that best meets the city's needs while providing cost-effective implementation.

To provide a preliminary cost estimate, we have gathered proposals from two vendors, both of whom conducted demonstration meetings to ensure their offerings align with the city's specific requirements.

Attachments:
- CivicPlus Quote
- Granicus Quote

May 19, 2025

To: Dennis Morita, City Manager
Re: **New Website in Compliance with the ADA Title**

Mr. Morita,

Establishing a New Municipal Government Website in Compliance with the ADA Title II

Purpose and Overview

Creating a new municipal government is essential to effectively managing the needs of our rapidly evolving community. As we lay the foundation for this governing body, accessibility, equity, and legal compliance must serve as core principles. A key component of this framework is full adherence to **Title II of the Americans with Disabilities Act (ADA)**, which mandates that all state and local governments ensure their programs, services, and activities are accessible to individuals with disabilities.

This executive justification outlines the rationale, strategic benefits, and implementation plan for establishing a new municipal government with fully integrated ADA Title II compliance from inception.

Legal and Ethical Obligation

ADA Title II prohibits discrimination based on disability by public entities. It requires municipal governments to:

- Make all services, programs, and activities accessible to individuals with disabilities.
- Provide reasonable modifications to policies and practices.
- Ensure effective communication with individuals with disabilities.
- Maintain facilities that are accessible and usable to the public and in compliance with ADA standards.

Creating a municipal government from the ground up provides a unique opportunity to implement these requirements proactively, rather than retrofitting existing structures and systems.

Strategic Benefits of ADA-Compliant Municipal Governance

1. **Equitable Access and Inclusion**
   Embedding accessibility ensures that residents with disabilities have equal opportunity to participate in civic life, access essential services, and contribute to local decision-making.
2. **Legal Risk Mitigation**
   ADA compliance reduces the risk of civil rights litigation, Department of Justice investigations, and associated financial liabilities.
3. **Operational Efficiency and Future-Readiness**
   Designing policies, infrastructure, and digital systems to be accessible from the outset avoids costly retroactive compliance efforts and ensures adaptability for future growth.
4. **Enhanced Public Trust and Civic Engagement**
   Demonstrating a strong commitment to inclusion fosters community trust, improves resident satisfaction, and enhances participation across all demographic groups.
5. **Increased Funding Eligibility**
   Many state and federal grants favor or require demonstrated ADA compliance, particularly in housing, transportation, emergency services, and community development.

Implementation Strategy

The new municipal government will take the following actions to meet and exceed ADA Title II requirements:

- **ADA Coordinator Appointment**
  Designate a qualified ADA Coordinator who will oversee compliance, address grievances, and coordinate with departments and the public.
- **Self-Evaluation and Transition Plan**
  Conduct a comprehensive ADA self-evaluation within the first six months of operation and develop a Transition Plan to address identified barriers.
- **Inclusive Policy Framework**
  Develop municipal codes, ordinances, and administrative policies that institutionalize accessibility standards and procedures for reasonable accommodation.
- **Accessible Digital and Physical Infrastructure**
  Ensure all websites, digital services, public meetings, and municipal facilities are fully accessible according to the ADA and WCAG 2.1 standards.
- **Community Outreach and Stakeholder Engagement**
  Engage with local disability advocacy groups, residents, and accessibility experts to guide implementation and improve responsiveness.
- **Employee Training**
  Provide regular ADA compliance training to all municipal employees, with specialized sessions for frontline staff and department heads.

Conclusion

Establishing a new municipal government presents a critical opportunity to lead with integrity, equity, and innovation. By embedding **ADA Title II compliance** in the foundation of its structure and operations, this government will not only meet its legal obligations but also create a more inclusive, responsive, and resilient community. This approach positions the municipality as a model of accessible governance, prepared to meet the needs of all residents now and in the future.

Should you have any questions, please do not hesitate to let me know.

Sincerely,

R. Alejandro Estrada
Director of Information Technology

INFORMATION TECHNOLOGY DEPARTMENT

DIRECTOR
R. Alejandro Estrada

May 19, 2025

To: Dennis Morita, City Manager
Re: Project Justification – Axis Network Video Recorder (NVR) System

Mr. Morita,

Acquisition of Axis Network Video Recorder (NVR) System

Executive Summary

This report provides a strategic justification for acquiring an Axis Network Video Recorder (NVR) System to enhance the security infrastructure of the City of Imperial (City Hall). The proposed system will deliver reliable, scalable, and intelligent video surveillance capabilities to improve public safety, ensure compliance with legal requirements, and optimize operational efficiency across government facilities and public spaces.

Background

As municipalities face increasing public safety demands, a modern, integrated surveillance system becomes essential. The current system no longer meets operational, legal, or technological standards.

Proposal Overview

1. The Axis NVR System is a best-in-class solution to manage high-quality video surveillance across multiple sites. This investment includes:
   a. Network Video Recorder hardware
   b. Integration with existing or new Axis IP cameras
   c. Centralized video management software (VMS)
   d. Analytics and incident management features
   e. Secure, scalable storage architecture

Strategic Justification

1. Public Safety and Crime Deterrence
   a. Provides real-time monitoring of public areas, municipal buildings, and critical infrastructure.

b. Supports emergency response efforts with immediate access to live and recorded footage.
    c. Enhances situational awareness for law enforcement and first responders.
2. Regulatory Compliance and Legal Integrity
    a. Meets video retention, access control, and data protection requirements under local and federal regulations.
    Ensures tamper-resistant recording and chain-of-custody integrity for evidentiary use.
3. Operational Efficiency
    a. Centralized control of video feeds and user permissions reduces staffing and administrative overhead.
    b. Built-in diagnostics and system health monitoring enhance IT oversight and reduce downtime.
4. Scalability and Future Readiness
    a. The modular system supports future expansion to additional sites or integration with smart city technologies (e.g., ALPR, traffic monitoring, and IoT devices).
    Compatible with third-party applications for advanced analytics and remote access.
5. Cost-Effectiveness
    a. Long product lifecycles and reliable manufacturer support lower the total cost of ownership.
    b. Efficient storage management and bandwidth optimization reduce infrastructure costs.

Financial Summary

Item	Estimated Cost
Axis NVR Hardware	20,000.00
Axis IP Cameras (X units)	
Installation & Integration	0.0
Software Licensing & Support	0.0
Total Investment	20,000

*Note: These are estimated figures. A formal quote has been requested from the vendor. *

Recommendation

It is recommended that the City of Imperial procure the Axis NVR System. This investment directly supports public safety objectives, modernizes critical infrastructure, and aligns with our long-term goals for secure and efficient municipal operations.

Should you have any questions, please do not hesitate to let me know.

Sincerely,

R. Alejandro Estrada
Director of Information Technology

May 19, 2025

To: Dennis Morita, City Manager
Re: Project Justification – Dell EMC Unity Storage Server

Mr. Morita,

Dell EMC Unity Storage Project

Overview

In today's data-driven landscape, the ability to securely store, access, and manage data quickly and efficiently is essential for maintaining a competitive advantage. We recommend acquiring a Dell EMC Unity unified storage solution to support our growing storage demands, enhance system performance, and simplify IT operations.

Justification

1. Strategic Alignment

Dell EMC Unity aligns with our strategic goals of digital transformation, infrastructure modernization, and cost optimization. It provides a scalable, high-performance storage platform capable of supporting current and future workloads across our enterprise.

2. Operational Efficiency

Unity offers a unified storage architecture supporting block and file storage, reducing infrastructure complexity and minimizing the need for separate storage systems. The integrated management interface simplifies day-to-day operations, reduces administrative overhead, and supports faster service deployment.

3. Performance and Reliability

Built for flash from the ground up, Unity delivers low-latency performance, improving the responsiveness of business-critical applications. It also includes advanced data protection, non-disruptive upgrades, and high availability to ensure continuous business operations.

4. Cost Optimization

Unity's support for data reduction technologies ensures we use storage resources efficiently. Its scalable architecture allows us to expand capacity as needed, deferring capital investments and optimizing total cost of ownership (TCO).

5. Future-Readiness

The Unity platform integrates seamlessly with virtualization platforms (VMware, Hyper-V) and supports hybrid cloud connectivity. This positions us to leverage cloud economics and maintain agility in deploying new services.

Conclusion

Investing in Dell EMC Unity will equip our organization with a modern, efficient, and scalable storage solution that meets our current operational needs and prepares us for future growth. It is a prudent and strategic investment that enhances business continuity, reduces IT complexity, and aligns with our long-term technology vision.

Should you have any questions, please do not hesitate to let me know.

Sincerely,

R. Alejandro Estrada
Director of Information Technology

INFORMATION TECHNOLOGY DEPARTMENT

DIRECTOR
R. Alejandro Estrada

May 19, 2025

To: Dennis Morita, City Manager
Re: **Justification Document: Upgrade to Microsoft Windows 11**

Mr. Morita,

Executive Summary

This document outlines the justification for migrating all supported desktop and laptop systems from Microsoft Windows 10 to Microsoft Windows 11 within the city. The proposed transition is a strategic initiative aimed at enhancing cybersecurity, ensuring regulatory compliance, improving operational efficiency, and aligning with modern technology standards in the public sector.

Background

Microsoft has announced that support for Windows 10 will officially end on October 14, 2025. After this date, no further security updates or technical support will be provided. As a government organization responsible for safeguarding sensitive public data and ensuring uninterrupted service delivery, continued use of unsupported operating systems poses significant risks.

Justification for Upgrade

- Security and Compliance
  - Security Enhancements in Windows 11
    - Trusted Platform Module (TPM) 2.0 support for hardware-level protection
    - Secure Boot and virtualization-based security (VBS)
    - Enhanced Microsoft Defender Antivirus with ransomware protection

Regulatory Compliance:

- Maintains adherence to state and federal guidelines, including:
- Criminal Justice Information Services (CJIS)
- National Institute of Standards and Technology (NIST)
- Health Insurance Portability and Accountability Act (HIPAA), if applicable

Risk Mitigation:

- Reduces exposure to ransomware and other advanced threats
- Prepares systems for Zero Trust security frameworks

Operational Continuity and Efficiency
- Future Software Compatibility:
  - Many enterprise applications are transitioning support exclusively to Windows 11
  - Ensures continued support from software and hardware vendors
  - Improved Performance and Usability:
  - Faster boot times and better performance on modern hardware
  - Enhanced multi-tasking and user interface for productivity
  - Modern Deployment Tools:
    - Simplified IT management with Microsoft Endpoint Manager, Windows Autopilot, and improved Group Policy support

Accessibility and Workforce Enablement
- Improved Accessibility Tools:
  - Voice typing, magnifier improvements, and live captions aid staff with disabilities
  - Supports ADA compliance in workplace tools
- Collaboration Tools:
  - Native integration with Microsoft Teams and other M365 services
  - Optimized for hybrid and remote work models
  - D. Financial and Strategic Value
- Cost Avoidance:
  - Eliminates the need for emergency IT upgrades or expensive extended support contracts
  - Prevents loss of service availability due to system failures or attacks
- Sustainability:
  - Energy-efficient design contributes to green IT initiatives
- Long-Term Support Lifecycle:
  - Windows 11 provides a supported platform until at least 2031, allowing stable planning for future upgrades

Implementation Considerations
- Inventory and Assessment:
  - Review existing hardware for Windows 11 compatibility. Upgrade eligible systems; schedule phased replacement for incompatible devices.
  - Pilot Program:
  - Roll out Windows 11 to a small group of users for evaluation and feedback.
  - Training & Support:
  - Provide staff with training on the new interface and productivity features.
  - Deployment Timeline:
  - Begin staged deployment in [Q1 2025], complete migration before end-of-support deadline in December 2025.

Recommendation
It is recommended that the City of Imperial proceed with the migration to Windows 11 to ensure security, compliance, performance, and future-readiness. Approving this transition now enables strategic resource planning, controlled implementation, and uninterrupted public service delivery.

Should you have any questions, please do not hesitate to let me know.

Sincerely,

R. Alejandro Estrada
Director of Information Technology