



# SALT LAKE CITY TRANSMITTAL

**To:**  
Salt Lake City Council Chair  
Salt Lake City Redevelopment Agency Chair

**Start Date:**  
06/03/2024

**Date Sent to Council:**  
06/06/2024

**From:**

**Employee Name:**  
Walkingshaw, Nole

**E-mail**  
[Nole.Walkingshaw@slc.gov](mailto:Nole.Walkingshaw@slc.gov)

**Department**  
Information Management Services

**Department Director Signature**

*Aaron Bentley*

**Chief Administrator Officer's Signature\***

*Jill Love*

**Director Signed Date**  
06/04/2024

**Chief Administrator Officer's Signed Date**  
06/06/2024

**Subject:**  
SLC Computers for the Community Program (formally known as the Digital Equipment Donation Program).

**Additional Staff Contact:**  
Hailey Leek  
[hailey.leek@slc.gov](mailto:hailey.leek@slc.gov)

**Presenters/Staff Table**  
Hailey Leek

**Document Type\***  
Resolution

**Budget Impact\***  
☐ Yes  
☒ No

**Budget Impact:**

**Recommendation:\***

A.) The Administration recommends that a public hearing be held on the matter of the Public Benefits Analysis and that the Council consider adopting a resolution approving the donation of up to 500 surplus computers the City no longer intends to use to local nonprofits for distribution to community members in need.

B.) IMS proposes a change to improve the SLC Computers for the Community Program, aiming for more consistent and timely service to community members. The current Public Benefit Analysis process requires multiple Administrative functions such as preparing the cost analysis, drafting a transmittal, and preparing a resolution. These steps hinder our ability to develop a regular donation schedule. Recognizing the pressing need for computers and growing interest from new partners, IMS suggests transitioning to quarterly donation cycles to qualified nonprofits. This shift aligns with Utah Code 10-8-2, enabling donations to nonprofits without conducting a public benefits analysis. While this means City programs like Youth and Family Services may not directly provide computers, they endorse the change and are willing to refer families to nonprofits that are awarded devices.

Under the proposed system, near the beginning of the fiscal year IMS would identify the number of devices and related peripheral accessories that will be donated to nonprofits organizations and will seek Council approval to proceed with such donations using an incremental approach that contemplates distributing a number of the identified devices to the identified nonprofit organizations. Such nonprofit organizations will be selected through open applications for those nonprofits serving Salt Lake City residents. Allocations of the identified devices to the selected nonprofits would occur based on need and ability to distribute the devices to qualifying recipients. Reporting could be integrated into a budget amendment or the annual budget or tailored to Council preferences. Consistent donations are crucial for the program's success. This approach improves operational efficiency, empowering IMS apprentices to prepare devices predictably. This also supports inventory management, avoiding prolonged storage periods. A regular donation cycle benefits the community and facilitates the City's ability to efficiently donate more devices each year.

**Background/Discussion**

SLC Computers for the Community Program, formally known as the Digital Equipment Donation Program, seeks to bridge the technology gap in underserved communities, increase digital literacy, improve student achievement, and reduce the City's electronic waste output.

In September 2021, IMS and Youth & Family Services (Y&F) successfully completed the initial pilot phase of this program by donating 18 surplus computers, along with keyboards and mice, to families and individuals who utilize their services.

In the second phase, IMS proposed that the City donate devices to community organizations that serve Salt Lake City's families and individuals in need of digital resources. Phase two launched Spring 2023, with Salt Lake City donating 146 devices to five community-based organizations.

This was facilitated through a structured application process. Afterwards, the qualifying organizations distributed the refurbished computers to their clients. All selected organizations have established digital literacy programs and demonstrated a feasible and equitable distribution plan. Engaging with trusted community organizations substantially streamlined the donation process and ensured recipients receive digital literacy training and support to successfully use their new device.

In a departure from past donation cycles, IMS leveraged the Apprenticeship Program through the Utah Department of Workforce Services for computer refurbishment. This innovative approach involved apprentices, as opposed to full-time City employees, in the cleaning, repair, and updating of devices. The integration of the Apprenticeship Program not only reduces the current refurbishing costs but also offers valuable work-based learning experience for apprentices.

The recipients of the 2023 donation cycle include:

- Salt Lake Community College's Basic Needs Tech Access Program, dedicated to assisting low-income college students, received 35 devices.
- Nomad Alliance, dedicated to supporting unsheltered individuals, received 25 devices.
- Catholic Community Services, serving refugee and new Americans, received 25 devices.
- Club Ability, focused on aiding low-income Latino families and individuals with different abilities, received 35 devices
- Youth & Family Services' Youth City, providing services to low-income children and teens, received 26 devices.

Prospective Applicant List

Below is a list of organizations that have expressed interest in the program and plan on applying once the program application opens:

- Project Read Utah
- Somali Self-Management Community Group
- International Rescue Committee
- Columbus Adult Education Center

**Will the City Council need to hold a public hearing for this item? \***

- ☒ Yes
- ☐ No

#### **Public Process**

Public Hearing

#### **Chief Administrator Officer's Comments**

SALT LAKE CITY CORPORATION  
COMPUTER DONATION PROGRAM  
COST ANALYSIS  
DECEMBER 2023



Summary		
Note 1:	Depreciation Expense on Fleet Vehicles	\$ 418
Note 2:	General Fund Administrative Fees	13,971
Note 3:	Direct Labor/Personal Services	24,459
Total Annual Expenditures		\$ 38,848.49
Number of Devices (Laptops, Computers, Tablets)		325
Cost per Device		\$ 119.53

>Somehow miscounted the number of Laptops, Copmuters & Tablets for FY2023 in my pivot table formula

Divide by number of devices to get Per Device Cost

Note 1:

Depreciation Expense on Fleet Vehicles				
Vehicle Count	Depreciation Period (years)	Est. Cost	Derived Percentage	Annual Depreciation Costs
1 vehicles	20	\$21,334	21.30%	227
Annual maintenace costs				191
				<u>\$ 418</u>
(Cost data per Denise Sorenson - Fleet)				

>Had not applied the percentage of total refurbished assets represented by Laptops, Computers & Tablets = 42.6% in FY2023

Note 2:

General Fund Administrative Fees				
Fees per FY2023	\$ Allocated to Departments	Derived Percentage	\$	
All City Depts (except IMS)	\$ 183,500	0.38%	\$	700
CC: 6565010 Dpt Leadership & Financial Svcs	1,872,709	0.38%		7,148
Blanco (computer wiping software)	6,123	100.00%		6,123
Total Admin Fees	<u>\$ 2,062,332</u>		<u>\$</u>	<u>13,971</u>
Computer Donation FTE's	0.35			
IMS FTEs	92.00			

Note 3:

Direct Labor/Personal Services				
Job Title	FTE	Annual Cost	pro rated share	Costs
City Apprentice	0.7	\$ 29,231	38.34%	\$ 11,207
Network Support Administrator I (Apprentice Supervisor)	1.0	100,452	4.26%	4,279
Community Outreach SP&E Coordinator	1.0	100,104	2.13%	5,005
Property Control Agent	1.0	94,097	1.89%	1,777
Total Direct Salaries				<u>\$ 22,268</u>
Unbilled Building Costs				
est. 260 square feet per employee				
\$24 per square feet costs (per Prop Mgt)		\$6,240		
	0.35			2,191
Total Direct Labor and Unbilled Building Costs				<u>\$ 24,459</u>

>Had not applied the percentage of total refurbished assets represented by Laptops, Computers & Tablets = 42.6% in FY2023  
>Nole revised this estimate of work to 10%

Note 4:

Full Time Equivalent (FTE) Information	
IMS FTEs	92.00

Note 5:

Hours: 1,624 annual base hours was computed as follows:	
Total Hours Available Annually (40 hours x 52 weeks)	2,080
Less: Vacation (2.77 hours X 52 weeks or 3 weeks per year)	144
Less: Sick (0.77 hours x 52 weeks or 1 week per year)	40
Less: Breaks (260 days per year x 0.50 hours)	130
Less: Holidays (8.0 hours x 12 days per year)	96
Less: Meetings/ Training (estimate)	46
Annual Work Hours	1,624



SALT LAKE CITY CORPORATION  
COMPUTER DONATION PROGRAM  
COST ANALYSIS  
DECEMBER 2023



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Department	Department	Division ID	Division Name	Cost Center	Cost Center	Employee	Employee	Job Code	Job Title	Pay Grade	Old Class	1FTE	Pension C.
65000	Information	65036	Dpt Leade	6565010	Dpt Leade	095992	BENTLEY,	001578	CHIEF INF	041X	000X	1	E1CN
65000	Information	65036	Dpt Leade	6565010	Dpt Leade	347770	JENSEN, C	002559	DIRECTOR	037X	600X	1	CN
65000	Information	65036	Dpt Leade	6565010	Dpt Leade	360457	WALKING	002514	CHIEF INF	039X	000X	1	CN
65000	Information	65036	Dpt Leade	6565010	Dpt Leade	701716	LOPEZ II,	001801	NETWORK	025X	300X	1	T2CN
65000	Information	65036	Dpt Leade	6565010	Dpt Leade	709517	ANTHONY	002271	FINANCIA	034X	600X	1	T2CN401k
65000	Information	65036	Dpt Leade	6565010	Dpt Leade	749770	KORB, CH	002816	DEPUTY C	039X	000X	1	CN
65000	Information	65036	Dpt Leade	6565010	Dpt Leade	776142	CORTES,	002749	FINANCIA	025X	600X	1	CN
65000	Information	65036	Dpt Leade	6565010	Dpt Leade	956961	BLACK, H	002749	FINANCIA	025X	600X	1	T2CN
65000	Information	65036	Dpt Leade	6565010	Dpt Leade	new-4201	new-4201	001233	OFFICE F	019X	300X	1	T2CN
65000	Information	65036	Dpt Leade	6565010	Dpt Leade	vac-4127	vac-4127	002559	DIRECTOR	036X	600X	1	T2CN
65000	Information	65036	Dpt Leade	6565010	Dpt Leade	vac-4275	vac-4275	001897	INTERN H	HRYX	300X	0.7	T2EMP
65000	Information	65036	Dpt Leade	6565010	Dpt Leade	vac-4276	vac-4276	001897	INTERN H	HRYX	300X	0.7	T2EMP
65000	Information	65036	Dpt Leade	6565010	Dpt Leade	vac-4277	vac-4277	001897	INTERN H	HRYX	300X	0.7	T2EMP
65000	Information	65036	Dpt Leade	6565010	Dpt Leade	vac-4278	vac-4278	001897	INTERN H	HRYX	300X	0.7	T2EMP
65000	Information	65036	Dpt Leade	6565010	Dpt Leade	vac-4279	vac-4279	001897	INTERN H	HRYX	300X	0.7	T2EMP
65000	Information	65036	Dpt Leade	6565010	Dpt Leade	vac-4280	vac-4280	001897	INTERN H	HRYX	300X	0.7	T2EMP
65000	Information	65036	Dpt Leade	6565010	Dpt Leade	vac-4281	vac-4281	001897	INTERN H	HRYX	300X	0.7	T2EMP
65000	Information	65036	Dpt Leade	6565010	Dpt Leade	vac-4282	vac-4282	001897	INTERN H	HRYX	300X	0.7	T2EMP
65000	Information	65036	Dpt Leade	6565010	Dpt Leade	vac-4286	vac-4286	001897	INTERN H	HRYX	300X	0.7	T2EMP
65000	Information	65036	Dpt Leade	6565010	Dpt Leade	vac-4288	vac-4288	001897	INTERN H	HRYX	300X	0.7	T2EMP

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CPath	Ex C	CPath	Ex T	Phone	Obj	Phone	Q1	Phone	Q2	Phone	Q3	Phone	Q4	Phone	Tot	Auto	Obj	Auto	Q1	Auto	Q2	Auto	Q3	Auto	Q4	Auto	Total
0		0		252701		247		247		247		247		988		2527		1200		1200		1200		1200		4800	
0		0		252701		247		247		247		247		988		2527		0		0		0		0		0	
0		0		252701		0		0		0		0		0		2527		0		0		0		0		0	
0		0		252701		247		247		247		247		988		2527		0		0		0		0		0	
0		0		252701		247		247		247		247		988		2527		0		0		0		0		0	
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0		0		252701		0		0		0		0		0		2527		0		0		0		0		0	
0		0		252701		0		0		0		0		0		2527		0		0		0		0		0	
0		0		252701		0		0		0		0		0		2527		0		0		0		0		0	
0		0		252701		0		0		0		0		0		2527		0		0		0		0		0	

[illegible]



<b>Combined</b>	<b>FY2023</b>	<b>FY2024 Q1</b>		
Laptops	165	204		
Computers	130	34		
Tablets	30	9		
<b>Total</b>	<b>325</b>	<b>247</b>		
<b>Donations</b>	<b>FY2023</b>	<b>FY2024 Q1</b>		
Laptops		128		

>Missing 13 items

<b>TNT Count</b>	<b>Column Labels</b>			
	<b>2023</b>	<b>2024</b>	<b>2024 Total</b>	<b>Grand Total</b>
<b>Row Labels</b>	<b>Q1</b>			
Computer	112	33	33	145
Laptop	78	7	7	85
Tablet	18			18
<b>Grand Total</b>	<b>208</b>	<b>40</b>	<b>40</b>	<b>248</b>

>Missing 202 items

<b>ATR Count</b>	<b>Column Labels</b>			
	<b>2023</b>	<b>2024</b>	<b>2024 Total</b>	<b>Grand Total</b>
<b>Row Labels</b>	<b>Q1</b>			
Computer	18	1	1	19
Laptop	87	69	69	156
Tablet	12	9	9	21
<b>Grand Total</b>	<b>117</b>	<b>79</b>	<b>79</b>	<b>196</b>

>Missing 13 items in FY2023 (Model Category)

<b>TNT Count</b>	<b>Column Labels</b>			
	<b>2023</b>	<b>2024</b>	<b>2024 Total</b>	<b>Grand Total</b>
<b>Row Labels</b>	<b>Q1</b>			
Access Point		54	54	54
Computer	112	33	33	145
Computer Peripheral	45	20	20	65
Desktop	32	1	1	33
IP Device		43	43	43
IP Router	1	1	1	2
IP Switch		17	17	17
Laptop	78	7	7	85
Monitor	3	5	5	8
Server	5	5	5	10
Tablet	18			18
<b>Grand Total</b>	<b>294</b>	<b>186</b>	<b>186</b>	<b>480</b>

>Missing 202 items, 174 in FY2023 (Model Category)

<b>ATR Count</b>	<b>Column Labels</b>			
	<b>2023</b>	<b>2024</b>	<b>2024 Total</b>	<b>Grand Total</b>
<b>Row Labels</b>	<b>Q1</b>			
Cables	4	6	6	10
Calculators	1			1
Card Scan	1			1
Computer	18	1	1	19
Computer Peripheral	96	12	12	108
Dock	1			1
Docks	1			1
Keyboards	3	3	3	6
Laptop	87	69	69	156
Mice		1	1	1
Money Counter		1	1	1
Monitor	4	1	1	5
n/a	11	2	2	13
Pager	3			3
Printer	26	5	5	31
Scanner/Printer		1	1	1
Server	13			13
Tablet	12	9	9	21
TV		3	3	3
Typewriter	1			1
video cards		2	2	2
<b>Grand Total</b>	<b>282</b>	<b>116</b>	<b>116</b>	<b>398</b>

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## CITY COUNCIL TRANSMITTAL

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Jill Love, Chief Administrative Officer

**Date Received:**

**Date Sent to Council:**

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**TO:** Salt Lake City Council  
Victoria Petro, Chair

**DATE:** 6/3/2024

**FROM:** Aaron Bentley  
Chief Information Officer  
Information Management Services

**SUBJECT:** SLC Computers for the Community Program (formally known as the Digital Equipment Donation Program).

**STAFF CONTACTS:**

Nole Walkingshaw, Chief Innovation Officer, [nole.walkingshaw@slcgov.com](mailto:nole.walkingshaw@slcgov.com)  
Hailey Leek, Innovation Team Lead, [hailey.leek@slcgov.com](mailto:hailey.leek@slcgov.com)

**DOCUMENT TYPE:** Public Benefits Analysis and Recommendation

**SUPPORTING DOCUMENTS (see attachments)**

- Public Benefits Analysis

**RECOMMENDATION:**

- A.)** The Administration recommends that a public hearing be held on the matter of the Public Benefits Analysis and that the Council consider adopting a resolution approving the donation of up to 500 surplus computers the City no longer intends to use to local nonprofits for distribution to community members in need.
- B.)** IMS proposes a change to improve the SLC Computers for the Community Program, aiming for more consistent and timely service to community members. The current Public Benefit Analysis process requires multiple Administrative functions such as preparing the cost analysis, drafting a transmittal, and preparing a resolution. These steps hinder our ability



to develop a regular donation schedule. Recognizing the pressing need for computers and growing interest from new partners, IMS suggests transitioning to quarterly donation cycles to qualified nonprofits. This shift aligns with Utah Code 10-8-2, enabling donations to nonprofits without conducting a public benefits analysis. While this means City programs like Youth and Family Services may not directly provide computers, they endorse the change and are willing to refer families to nonprofits that are awarded devices.

Under the proposed system, near the beginning of the fiscal year IMS would identify the number of devices and related peripheral accessories that will be donated to nonprofits organizations and will seek Council approval to proceed with such donations using an incremental approach that contemplates distributing a number of the identified devices to the identified nonprofit organizations. Such nonprofit organizations will be selected through open applications for those nonprofits serving Salt Lake City residents. Allocations of the identified devices to the selected nonprofits would occur based on need and ability to distribute the devices to qualifying recipients. Reporting could be integrated into a budget amendment or the annual budget or tailored to Council preferences. Consistent donations are crucial for the program's success. This approach improves operational efficiency, empowering IMS apprentices to prepare devices predictably. This also supports inventory management, avoiding prolonged storage periods. A regular donation cycle benefits the community and facilitates the City's ability to efficiently donate more devices each year.

### **BUDGET IMPACT:**

The proposed action will not materially impact the City budget. In addition to the positive outcomes for the community and the skill development of apprentices engaged in computer refurbishment, the City stands to realize cost savings through reduced device storage expenses and support for electronic recycling initiatives.

### **BACKGROUND/DISCUSSION:**

SLC Computers for the Community Program, formally known as the Digital Equipment Donation Program, seeks to bridge the technology gap in underserved communities, increase digital literacy, improve student achievement, and reduce the City's electronic waste output.

In September 2021, IMS and Youth & Family Services (Y&F) successfully completed the initial pilot phase of this program by donating 18 surplus computers, along with keyboards and mice, to families and individuals who utilize their services.



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This was facilitated through a structured application process. Afterwards, the qualifying organizations distributed the refurbished computers to their clients. All selected organizations have established digital literacy programs and demonstrated a feasible and equitable distribution plan. Engaging with trusted community organizations substantially streamlined the donation process and ensured recipients receive digital literacy training and support to successfully use their new device. In a departure from past donation cycles, IMS leveraged the Apprenticeship Program through the Utah Department of Workforce Services for computer refurbishment. This innovative approach involved apprentices, as opposed to full-time City employees, in the cleaning, repair, and updating of devices. The integration of the Apprenticeship Program not only reduces the current refurbishing costs but also offers valuable work-based learning experience for apprentices.

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RESOLUTION NO. \_\_\_\_ OF 2024

(Authorizing the Donation of Certain City Computers to Benefit Disadvantaged Communities and Low-Moderate Income Families Through a Digital Donation Program)

WHEREAS, the donation of computers for which Salt Lake City (“City”) has no ongoing need through the City’s SLC Computers for the Community Program advances the educational and digital equity goals that the City supports; and

WHEREAS, Utah Code Section 10-8-2(1)(a)(v) allows public entities to authorize the donation of City property to nonprofit entities after a public hearing; and

WHEREAS, though Utah Code Section 10-8-2 does not require a study for such nonmonetary assistance, in this case the Salt Lake City Department of Finance has performed a cost analysis related to the costs associated with disposition of City computers that have reached end-of-life status (“Analysis”); and

WHEREAS, the City Council has, following the giving of not less than fourteen (14) days public notice, conducted a public hearing relating to the foregoing, in satisfaction of the requirements of Utah Code Section 10-8-2; and

WHEREAS, the Council has reviewed the proposal provided by the City’s Information Management Department (“IMS”) to donate up to 500 surplus City computers, including any corresponding, keyboards, mice, or other peripheral accessories that are used with such computers; has reviewed the Analysis provided in connection with the IMS proposal, and has fully considered all comments made during the public hearing;

THEREFORE, BE IT RESOLVED by the City Council of Salt Lake City, Utah, as follows:

1. The City Council hereby finds and determines that, for all the reasons set forth in the IMS Proposal and the accompanying Analysis, the donation of the identified computers and peripheral accessories through the City’s SLC Computers for the Community Program is appropriate under these circumstances. Consequently, the identified computers and peripheral accessories may be donated to the local nonprofit organizations, in incremental distributions to be determined by IMS, and with the expectation that such computers and peripheral accessories will be distributed to community members.

Passed by the City Council of Salt Lake City, Utah, this \_\_\_\_ day of \_\_\_\_\_, 2024.

SALT LAKE CITY COUNCIL

By: \_\_\_\_\_  
CHAIRPERSON

ATTEST:

\_\_\_\_\_  
CITY RECORDER

APPROVED AS TO FORM:  
Salt Lake City Attorney's Office

*Jaysen Oldroyd*

\_\_\_\_\_  
Jaysen Oldroyd, Senior City Attorney

Date:

\_\_\_\_\_6/7/2024\_\_\_\_\_