

TOWN OF WINDSOR AGENDA REPORT

Joint Windsor Town Council, Windsor Redevelopment Successor Agency and Windsor Water District Meeting Date: May 6, 2026

To: Mayor and Town Council
From: Tom Jakobsen, Virtual Chief Information Officer
Julé Taylor, Senior Management Analyst
Subject: Approve an Agreement with Portola Systems for Server/Storage Area Network Replacement

Recommendation to Council:

Approve and authorize the Town Manager to execute an agreement with Portola Systems for a server/storage area network (SAN) to replace the existing Civic Center server/SAN in the amount not to exceed \$124,976.

Strategic Plan Element:

The recommended action supports the goal of Organizational Effectiveness. Goal Statement: Achieve a high performing organization by nurturing an engaged workforce committed to a shared vision of public service.

Background:

In 2019, the Town purchased four servers and a storage area network to host Civic Center network authentication, department applications, and computer files. These systems were virtualized to provide resiliency should a single system fail. These systems are now seven years old and at the end of their useful life. The virtualization software is no longer supported by the manufacturer.

Systems hosted on these servers include:

- Active Directory authentication and network management services
- Tyler Eden ERP: Financial Management, Payroll, Human Resource Management, and Utility Billing
- File and Print services
- HDL Business License and TOT software
- Utility Asset Management software

Discussion:

Civic Center file servers and storage host core Town business applications that are required for financial management, payroll, utility billing and many other critical applications.

The Town continues to focus on moving systems to the cloud. The cloud transition is in process, but not complete. It is expected that the on-premise Tyler Eden systems will continue to be utilized for detailed historical information for some time after the conversion to Tyler Munis cloud. While most files have been moved to SharePoint, some very specific file types, including AutoCAD and GIS files cannot be moved.

The SAN system being requested in this agenda is considered to be a “hyperconverged” system with

compute and disk contained in an expandable chassis. The reduction in physical components reduces maintenance and increases system reliability.

This purchase is based on the California Multiple Award Schedule (CMAS) which is available to state and local government agencies. CMAS is administered by the state and is designed to be a streamlined procurement vehicle. CMAS offers a wide variety of commodity, non-IT Services, and information technology products and services at prices which have been assessed to be fair, reasonable and competitive.

The recommended purchase includes the SAN hyperconverged system, some ancillary connectors, three-year software license, and Portola services to convert from the existing server/SAN to the new system.

We are requesting a contingency of 8.5% to allow for unexpected price increases such as higher demand for memory and storage resulting from AI components.

Description	Quote Number	Amount
Hardware & Support	17103	\$ 57,849
Software License	17104	\$ 33,436
Portola Services	16818-01	\$ 23,900
Total Procurement		\$115,185
Contingency		\$ 9,791
Total Not to Exceed		\$124,976

Because SAN subscription quotes include detailed configuration information about the Town's network architecture, security posture, and device inventory, staff are not attaching the vendor quote to the public agenda packet. This information is considered sensitive and could expose the Town to cybersecurity risk if publicly disclosed. Staff has reviewed the quote internally and confirmed that the pricing aligns with current market rates and the Town's existing licensing structure. The purchasing agreement will be executed consistent with the approved amount and in accordance with the Town's procurement policies.

Staff recommend purchase of the server/SAN system to replace the end-of-life server/SAN solution from 2019 to support Civic Center network and business applications.

Fiscal Impact:

Allocations for this project and services are available in the Administrative Services budget for Fiscal Years 2025/2026 and 2026/2027.

Environmental Review:

This action does not constitute a "project" within the meaning of California Environmental Quality Act (CEQA) Guidelines Section 15378 and requires no environmental review.

Prepared by:

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Reviewed by:

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Approved by:
Jon Davis
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