



# City Council Memorandum

*City of Arts & Innovation*

TO: HONORABLE MAYOR AND CITY COUNCIL      DATE: MARCH 12, 2024

FROM: INNOVATION & TECHNOLOGY DEPARTMENT      WARDS: ALL

SUBJECT: ANNUAL RENEWAL OF CITYWIDE ADOBE PRODUCT LICENSES THROUGH DELL COMPUTER CORPORATION FOR THE TERM OF FEBRUARY 21, 2024, THROUGH FEBRUARY 20, 2025, IN THE AMOUNT OF \$114,056 PLUS 15% CHANGE ORDER AUTHORITY FOR A TOTAL AMOUNT OF \$131,165

**ISSUE:**

Approve the annual renewal and purchase of citywide Adobe product licenses through Dell Computer Corporation of Round Rock, Texas, for the term of February 21, 2024, through February 20, 2025, in the amount of \$114,056 plus 15% change order authority for a total amount of \$131,165.

**RECOMMENDATIONS:**

That the City Council:

1. Approve the annual renewal and purchase of citywide Adobe product licenses through Dell Computer Corporation of Round Rock, Texas, for the term of February 21, 2024, through February 20, 2025, in the amount of \$114,056;
2. Authorize 15% change order authority in an amount up to \$17,109 for unforeseen subscription modifications and additional licenses for a total amount of \$131,165; and
3. Authorize the City Manager, or designee, to execute all documents pursuant to the Professional Consultant Services Agreement, and to make minor non-substantive changes.

**BACKGROUND:**

Staff utilizes a variety of Adobe software. These include, but are not limited to, Adobe Pro, eSign, Creative Cloud, InDesign, and Photoshop. Over the past few years Adobe has changed their subscription model. In the past, one could purchase a license, at a much higher cost, but own it in perpetuity. Most software companies have switched to a subscription model which is a much lower annual cost but requires the license to be renewed on an annual basis. This type of

subscription model does allow for licenses to be transferred to other employees if one employee separates from the city or no longer has a need for the software.

## **DISCUSSION:**

Each year, the Innovation and Technology Department (IT) provides every department with a list of current Adobe users and asks them to verify license counts. Departments are able to indicate whether or not each license should be renewed, transferred or removed in addition to indicating any new licenses that should be purchased.

The change order authority allows departments to add additional licenses throughout the year. The requesting department will submit an IT order request which includes an account number to charge the new license to and a budget verification will be done prior to purchasing the additional license. These new licenses are then co-termed to our annual agreement so that all licenses, citywide, expire at the same time.

Purchasing Resolution 23914, Section 403, states that “Competitive Procurement shall not be required for Information Technology software maintenance and license renewals; training; advertising; or professional recruitment services where the Manager is satisfied that the best price, terms and condition for the Procurement thereof have been negotiated.”

The Purchasing Manager concurs that the recommendation is in compliance with Purchasing Resolution 23914, Section 403.

## **STRATEGIC PLAN ALIGNMENT:**

This item contributes to the following Envision Riverside 2025 City Council Strategic Priority:

Strategic Priority 5, High Performing Government

- Goal 5.2. Utilize technology, data, and process improvement strategies to increase efficiencies, guide decision making, and ensure services are accessible and distributed equitably throughout all geographic areas of the City.

The item aligns with each of the five cross-cutting threads as follows:

1. **Community Trust** – This item is neutral towards this cross-cutting thread.
2. **Equity** – This software collection allows staff to create, edit and securely sign documents as needed to reach all members of the community.
3. **Fiscal Responsibility** – Utilizing the Adobe Large Government Agencies (LGA) agreement ensures the City is receiving the most competitive rates available.
4. **Innovation** – This software collection allows city staff to quickly respond with information, marketing materials, and e-sign documents allowing for an inventive and timely response to community requests and needs.
5. **Sustainability & Resiliency** – This agreement allows the City to add and transfer licenses as needed throughout the annual term. The departments can also annually re-evaluate the

type of licenses, how they are being used, and by whom.

### **FISCAL IMPACT:**

The total fiscal impact of this action is \$131,165 which includes 15% change order authority in the amount of \$17,109. Sufficient funds for the annual renewal are available in the funds listed below. Due to the multitude of individual accounts being charged (over 50), only the Fund, Department, and Total have been listed:

<b>Fund</b>	<b>Department</b>	<b># of Licenses</b>	<b>Amount</b>
General Fund	City Attorney	40	\$ 4,101
	City Clerk	12	\$ 1,126
	City Council	3	\$ 281
	City Manager	32	\$ 11,302
	Community and Economic Development	74	\$ 8,646
	Finance	50	\$ 5,582
	Fire	35	\$ 3,400
	General Services	13	\$ 1,690
	Housing and Human Services	30	\$ 2,931
	Human Resources	28	\$ 2,743
	Innovation and Technology	27	\$ 4,741
	Library	4	\$ 375
	Mayor's Office	5	\$ 469
	Museum	8	\$ 2,961
	Parks	51	\$ 9,206
	Police	172	\$ 20,137
Public Works	93	\$ 9,501	
Electric, Fund 510	Public Utilities – Electric	169	\$ 16,576
Water, Fund 520	Public Utilities – Water	84	\$ 8,288
<b>Total</b>		<b>930</b>	<b>\$ 114,056</b>

Prepared by: Jessica M. Gordon, Administrative Services Manager  
 Approved by: George Khalil, Chief Innovation Officer  
 Certified as to availability of funds: Kristie Thomas, Finance Director/Assistant Chief Financial Officer  
 Approved by: Edward Enriquez, Assistant City Manager/Chief Financial Officer/Treasurer)  
 Approved as to form: Phaedra A. Norton, City Attorney

Attachments: Quote 1004413126369