



City of Woodland

**REPORT TO MAYOR AND CITY COUNCIL**

AGENDA ITEM

TO: THE HONORABLE MAYOR  
AND CITY COUNCIL

DATE: October 16, 2007

SUBJECT: Quarterly Technology Report for October 2007

**Report in Brief**

The Finance Department's Information Systems Division (IS) has developed a status report to better inform the public and the City Council on the use of information technology by City staff. This is the inaugural report, with subsequent reports to be provided on a quarterly basis. The report summarizes the status of ongoing technology projects and also provides statistics for the City's computer inventory, technology help desk, and Internet web site.

Attached for the City Council's review is the Quarterly Technology Report for October 2007.

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IS Manager

Reviewed by: Joan Drayton  
Finance Director

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Mark G. Deven  
City Manager

Attachments

## **Current Technology Project Status (as of 9/25/07)**

### Computer Replacement Program

- goal is to replace up to 60 computers and 12 printers in FY 07-08
- IS reviewed Windows Vista and Office 2007, decided not to upgrade due to training issues
- IS provided initial list of candidate PCs, departments provided input on specifics/priorities
- IS currently finalizing first set of desktop/laptop quotes with current standard vendor (Dell)
- anticipate first computer purchases in Oct, installs to begin in Nov, start on printers in Jan

### Computer purchases/installations

- purchasing: HR desktop, 2 O&M laptops, Fire laptop
- pending delivery: Reference receipt printer
- pending vendor: MSC copier, Parks copier
- scheduling: Reference PC

### Capital budget input

- IS developed initial MPFP input, including 12 year capital budget projections for 44 projects
- pursuing funding equal to budget left from FY06-07 plus approved FY07-08 budget
- some projects deferred from FY 07-08 to future fiscal years due to higher priorities

### Web content management system

- new web site up and live, CDM consultants continue to work with departments on new content
- initial department training completed, advanced training scheduled for early Oct
- Council agenda packages, Spanish language pages, other new features going live in Oct
- integration with full video streaming solution pending capital budget approval

### Enterprise system procurement

- need to replace current Pentamation system with integrated system with enhanced functionality
- deferred timekeeping system purchase, will include functionality in enterprise system
- multi-department team to start meeting in Oct to develop RFP and begin analyzing processes
- plan to procure community services functionality first, resource management functionality later
- project not previously funded, have submitted as high priority for capital budget

### Financial system enhancements

- IS/Finance continuing to pursue low-cost interim improvements to current Pentamation system
- Finance completed implementation of accounts receivable module in Sep
- IS working with Finance/HR on completion of position control implementation
- Purchasing working on implementation of fixed assets module
- IS working with Finance on evaluation of bank reconciliation module

### Capital Budget Database

- Programming corrections being completed as needed for version 1
- multi-department team meeting to outline processes for capital budget and MPFP
- team's process info will be used to guide development of version 2

### Master Address Database

- IS working with CDD to develop database for storing all location-based data in the City
- currently parsing assessor files for May 06 to Sep 07 to create/update data in database
- plan to start using MADB to manage changes and update other databases in Oct 07

### Public Works GIS layers

- all O&M shops now using Cityworks 4.3.1 and ArcGIS 9.1 with wireless connectivity
- IS finished first set of red-line changes to sewer GIS layer, delivered in Sep
- partial water GIS layer being prepared for use during water valve inspections
- Nobel consultants working on conversion of storm maps into GIS layer

### Recreation reservations system

- Current Recware system is obsolete and no longer supported by vendor
- RFP evaluation team ranked 2 vendor responses, scheduling site visits with other agencies
- project kick-off pending funding from capital budget

### Network infrastructure upgrades

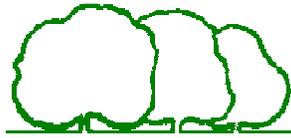
- installing wireless connectivity between PD, FS3, MSC, WPCF, and CSC week of 9/24
- investigating possible move of communications tower from 5th Street Yard to MSC
- AT&T plans to install cell phone repeaters in City Hall in next 60 days

### Secure external network access

- Citrix access gateway testing ongoing, will provide limited access via Internet, go-live in Oct
- Citrix server upgrade needed for access to network applications, pending capital budget

### Parks Internet filter

- IS working with Parks to determine technical changes needed to implement new Internet policy



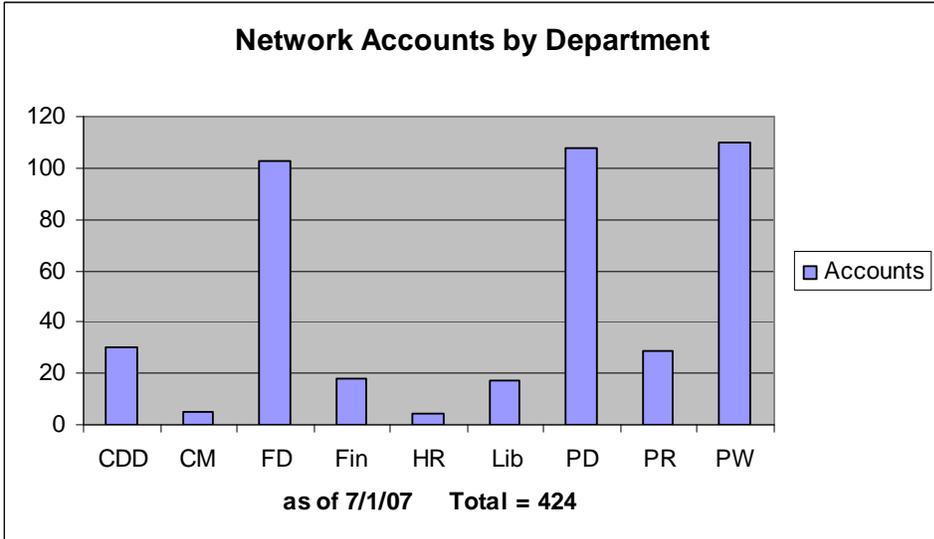
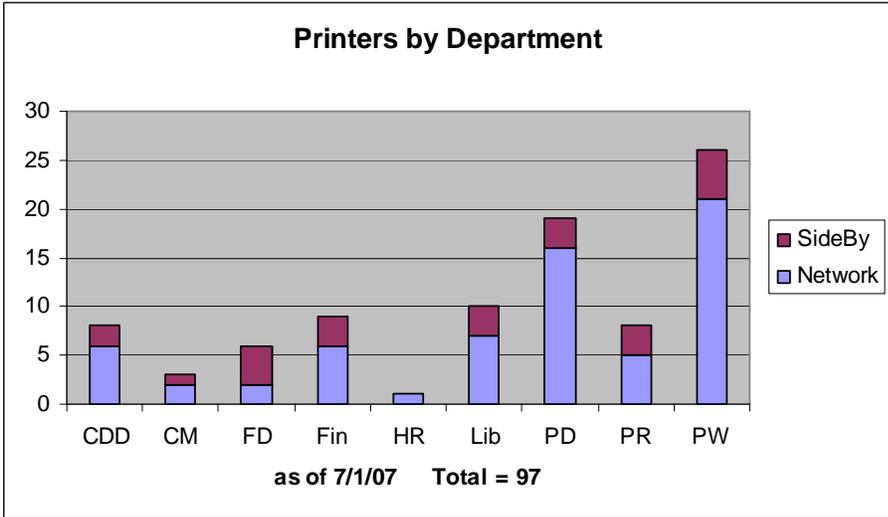
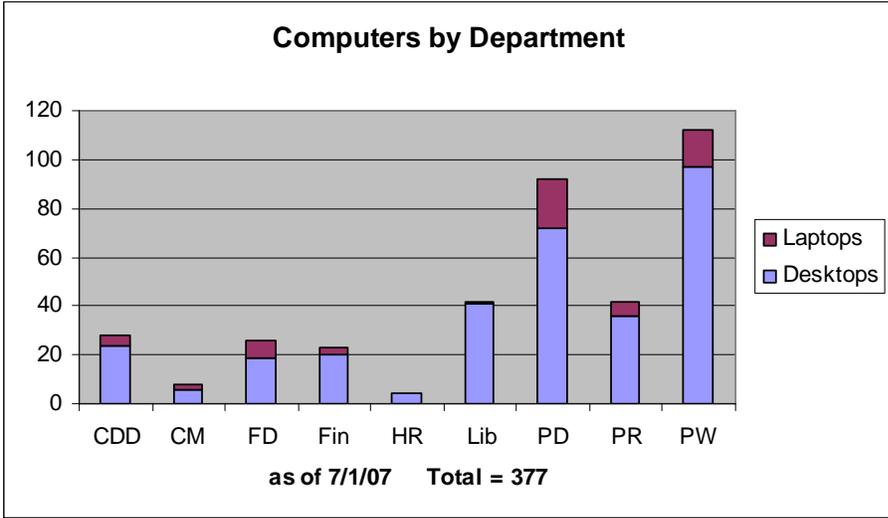
**Woodland Information Systems Division  
Quarterly Technology Report  
October 2007**

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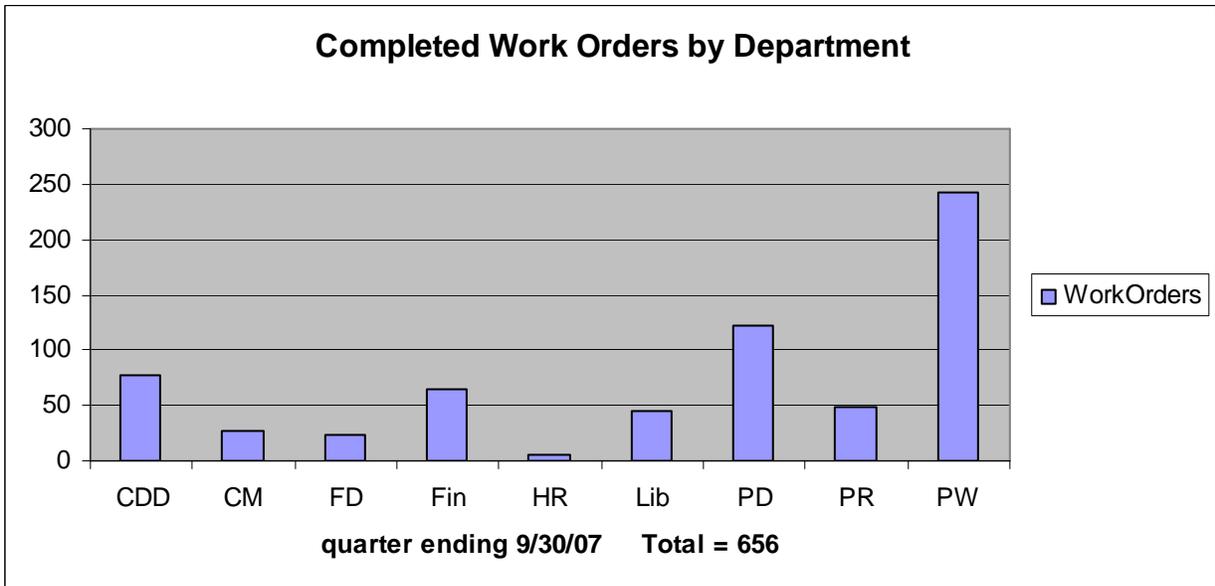
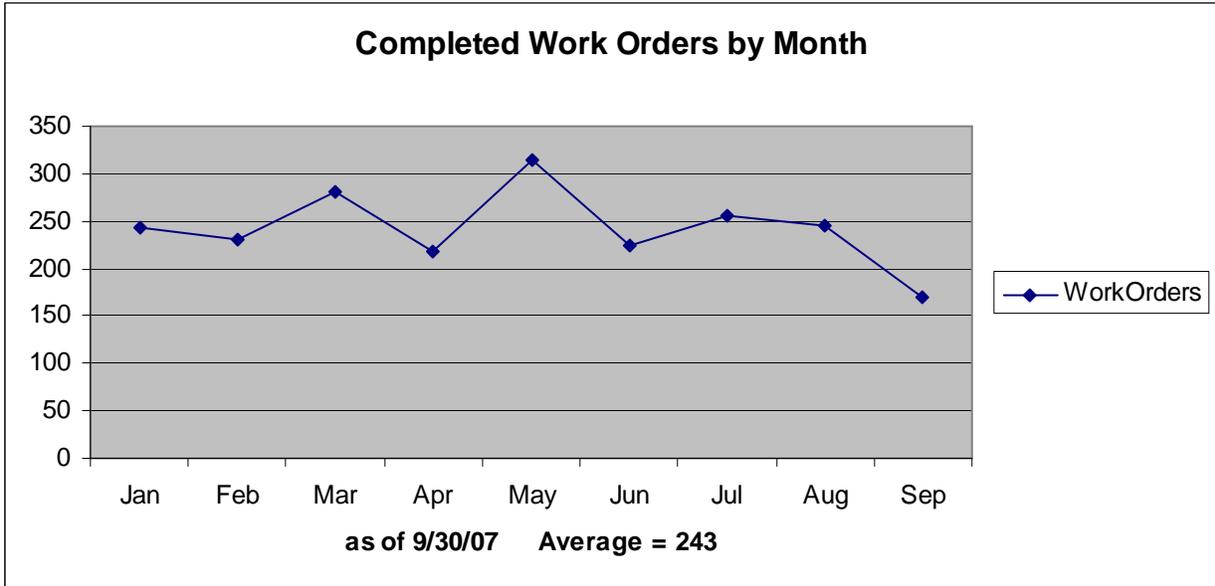
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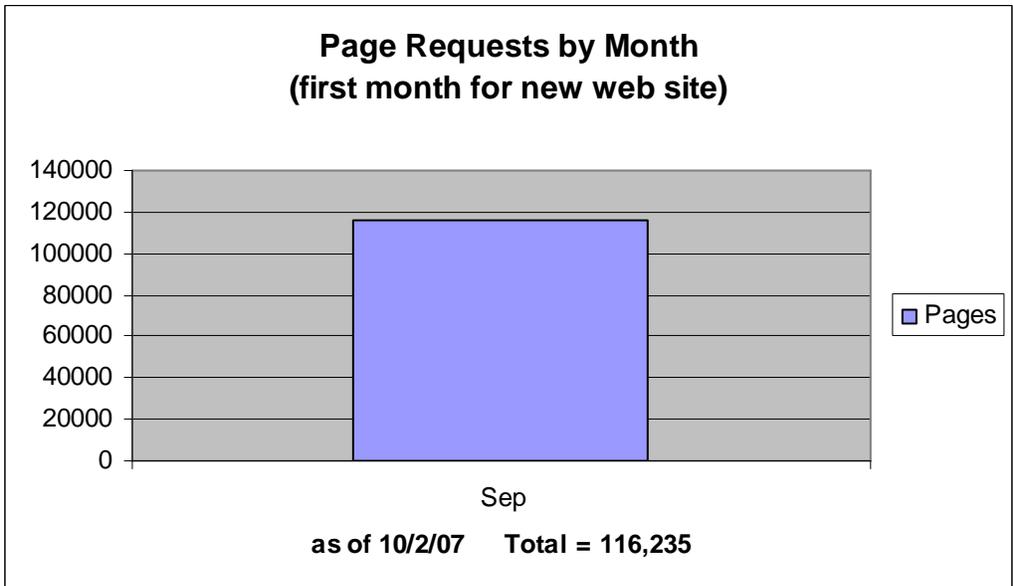
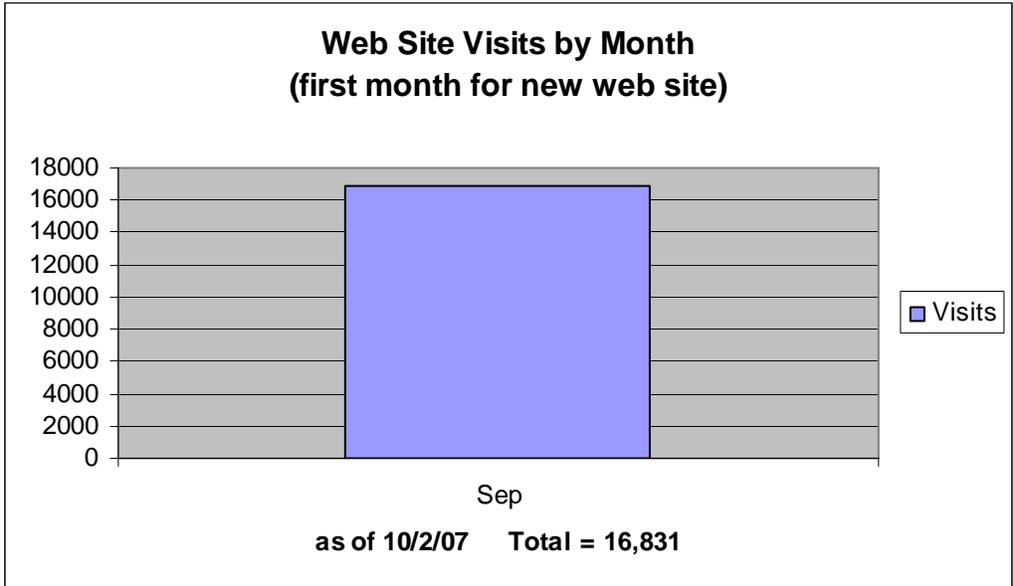
# Network Statistics



# Help Desk Statistics



## Web Site Statistics



## Technology Strategic Plan Update, as of 10/2/07

ITEM	DESCRIPTION	STATUS	DATES
A	Implement "low hanging fruit" projects		
	- remote troubleshooting	complete	Oct 05
	- IS help desk software	complete	Nov 05
	- automated inventory	complete	Mar 06
	- network monitoring	complete	Jul 06
	- staff intranet (COWNET) improvements	complete	Oct 05
	- IS intern program	complete	Jan 07
	- remote PRCS office networks	complete	Feb 06
	- public kiosks	pending funds	TBD
B	Pursue funding for major projects		
	- city website improvements	funded	see item D
	- database integration	funded	see item E
	- secure external access	funded	Jan 07
	- security outsourcing	complete	Jul 07
	- terminal server upgrade	pending funds	TBD
	- GIS improvements	funded	see item E
	- document management	pending funds	TBD
	- Council Chambers improvements	complete	May 07
	- EOC technology	pending funds	TBD
	- connectivity improvements	funded	Jan 07
C	Submit technology input for capital budget		
	- network infrastructure improvements	funded	Jul 06
	- Pentamation upgrade	funded	Oct 05
	- other major projects	pending funds	TBD
D	Implement City website improvements		
	- improved visual design and navigation	complete	Sep 07
	- PRCSUF commission agenda packets	complete	Oct 05
	- Planning Commission agenda packets	complete	Feb 06
	- City Council agenda packets	ongoing	est Oct 07
	- economic development website	complete	Mar 06
	- Spring Lake website partnership	complete	Oct 05
	- eGovernment portal	ongoing	est Jan 08
	- website redesign/hosting RFP	complete	Mar 07
E	Integrate database systems		
	- capital projects database	complete	May 07
	- capital projects database v2 (MPFP)	planning	est Jan 08
	- Pentamation upgrade phase I	complete	Jun 06
	- Pentamation upgrade phase II (eGov)	planning	est Jan 08
	- CityWorks/GIS integration	complete	Jul 07
	- Master Address Database	ongoing	est Oct 07
	- integrated timekeeping system	canceled	NA
F	Establish technology review process		
	- write policies/procedures	ongoing	est Oct 07

G	Formalize computer replacement program - write policies/procedures	on hold	TBD
H	Develop technology training program - write policies/procedures	on hold	TBD
I	Establish formal "super user" program - write policies/procedures	on hold	TBD
J	Improve communication with departments - revamp Computer Committee - regular meetings with departments - increase intranet usage	ongoing on hold ongoing	est Oct 07 TBD est Nov 07
K	Recommend organizational changes - provide input to senior management	complete	Oct 05
L	Document risks and contingency plans - conduct network risk analysis - write business continuity plan - write backup and disaster recovery plan	pending funds pending funds pending funds	TBD TBD TBD
M	Develop other key technology documents - write computer security policy - write technology purchase policy - write web publication policy - design external network access strategy - design GIS integration strategy - design communications strategy	on hold complete planning complete pending funds pending funds	TBD Jul 07 est Nov 07 Jul 07 TBD est May 07