



City of Woodland

REPORT TO MAYOR AND CITY COUNCIL

AGENDA ITEM

TO: THE HONORABLE MAYOR
AND CITY COUNCIL

DATE: February 5, 2008

SUBJECT: Information Systems Division Quarterly Technology
Report January 2008

Report in Brief

The Finance Department's Information Systems Division (IS) has developed this status report to better inform the public and the City Council on the use of information technology by City staff. The report summarizes the status of on-going technology projects and also provides statistics for the City's computer inventory, technology help desk, and Internet web site.

Attachments include the following:

1. Technology Strategic Plan Update
2. Current Project Status
3. Statistics

Recommendation for Action

No action required, informational report only.

Prepared by: Manuel Soto
Interim IS Manager

Reviewed by: Joan Drayton
Finance Director

Mark G. Deven
City Manager
Attachments

Technology Strategic Plan Update, as of 01/18/08

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	Mar 08
	- security outsourcing	complete	Jul 07
	- terminal server upgrade	funded	Mar 08
	- GIS improvements	funded	see item E
	- document management	pending funds	TBD
	- Council Chambers improvements	complete	May 07
	- EOC technology	pending funds	TBD
	- Inter-connectivity improvements	on-going	TBD
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 Feb 08
	- economic development website	complete	Mar 06
	- Spring Lake website partnership	complete	Oct 05
	- eGovernment portal	ongoing	est Mar 08
	- website redesign/hosting RFP	complete	Mar 07

Technology Strategic Plan Update, as of 01/18/08 cont'd

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 Mar 08
	- CityWorks/GIS integration	complete	Jul 07
	- Master Address Database	On going	Est Feb 08
	- integrated timekeeping system	canceled	NA
F	Establish technology review process		
	- write policies/procedures	On going	Est Jun 08
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		
	- regular meetings with departments	On going	various
	- increase intranet usage	On going	est Feb 09
K	Recommend organizational changes		
	- provide input to senior management	complete	Oct 05
	- Modify IT structure/update job descriptions	planning	est Mar 08
L	Document risks and contingency plans		
	- conduct network risk analysis	pending funds	TBD
	- write business continuity plan	pending funds	TBD
	- write backup and disaster recovery plan	funded	est Jun 08
M	Develop other key technology documents		
	- write computer security policy	on hold	TBD
	- write technology purchase policy	planning	Mar 08
	- write web publication policy	planning	est April 08
	- design external network access strategy	complete	Jul 07
	- design GIS integration strategy	pending funds	TBD
	- design communications strategy	pending funds	TBD

Current Technology Project Status (as of 01/18/07)

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
- slowed down due to IS personnel changes, IS working to restart this process ASAP
- next set of computer purchases in Jan/Feb, start evaluating printers in Feb

Computer purchases/installations

- approval: Parks laptop
- purchase: Streets laptop, Fire laptops
- delivery:
- vendor: MSC copier, Parks copier
- scheduling: installation of second set of CRP computers

Capital budget input

- Capital budget approved by Council on Dec 4, ~800K in FY 08 and ~1M in FY 09
- IS working on revised/new PPSS for ongoing projects and those ready for immediate start
- IS also working on revised MPFP worksheets for use with 10-year and 18-year projections

Web content management system

- IS has loaded news/events through Jan '08, Departments then take over content updates
- Departments urged to migrate intranet content to Gearworks by end of Feb 2008
- IS working to finalize security settings, project turning e-mail notifications back on Jan '08
- IS working on intranet page to distribute Gearworks documentation and track CDM tasks
- Instruct Ana Gonzalez on eNewsletter process in preparation of Paul Miller's departure

Enterprise system (EIS) procurement

- status reports will be provided to Directors on a monthly basis, during M3
- SAT completed functional area descriptions, IS/TPG gathering info on vendor market
- will distribute RFI and setup initial demos in Jan '08

Financial system enhancements

- Position Control issues resolved, report shortcut distributed to Department contacts this week
- Purchasing working on implementation of fixed assets module
- Capital database includes services to hire DBA to work on additional changes
- Research automating PD & Fire timecard entry into PEI to eliminate double entry function

Capital Budget Database

- capital budget and MPFP processes being transferred from Public Works to Finance
- Finance to schedule meeting to finalize version 1 update and begin planning version 2

___Current Technology Project Status (as of 01/18/07) cont'd

Master Address Database

- initial operating capability delivered to P Siegel, minor issues resolved
- IS to schedule install for first set of CDD/Finance users over next few months
- evaluating timeline for additional users in relation to cleaning up owner data

Public Works GIS layers

- all O&M shops to be migrated to new server over next 3-4 months
- consultants working on sewer laterals, storm/water layers, and WPCF implementation
- IS to begin planning upgrade to Cityworks 4.4 and ArcGIS 9.2 in the next few weeks

Transman Upgrade

- Upgrade Fleet's RMS, restructure data organization and train users

Recreation reservations system

- Parks and Rec evaluating options for restarting RFP process to replace Recware

Network infrastructure upgrades

- FiberTower wireless T-1 replacements has been completed at PD, FS3, WPCF and CSC
- funds approved in capital budget for high-speed wireless to FS3, WPCF, and CSC
- funds approved in capital budget for in building WAPs (Wi-Fi Access Point)
- move of communications tower from 5th Street Yard to MSC pending decision on real estate

Internet Access Management

- Implement a system that monitors staff Internet use and block inappropriate websites

Messaging System

- Upgrade to Exchange 2007 for enhanced security and email capabilities

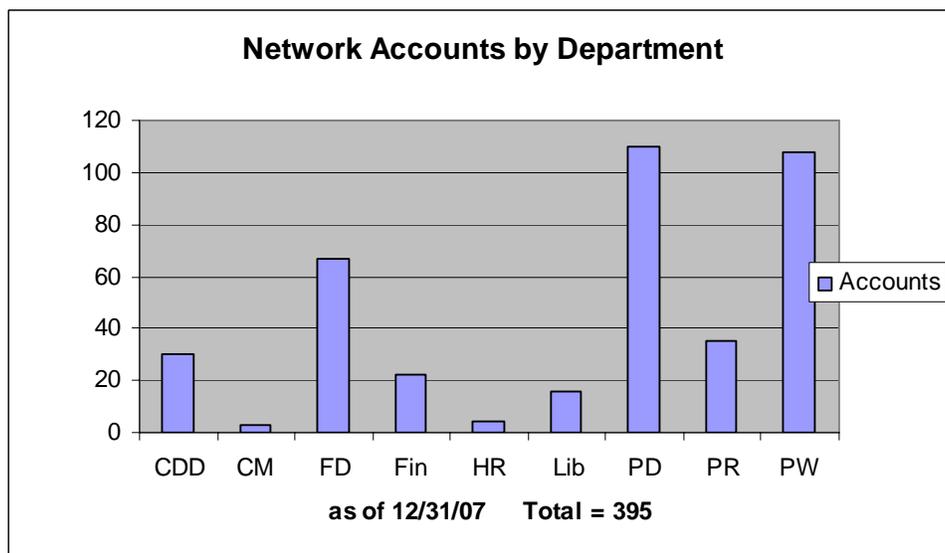
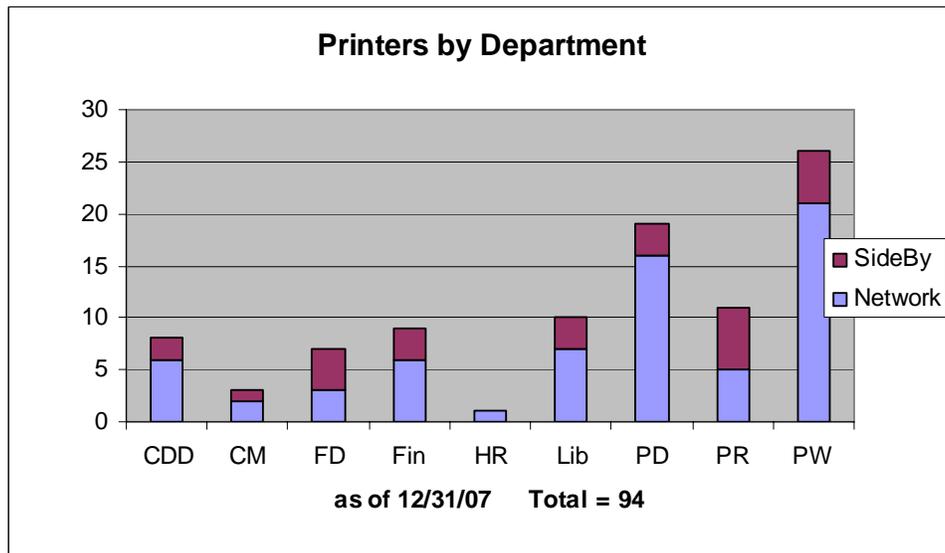
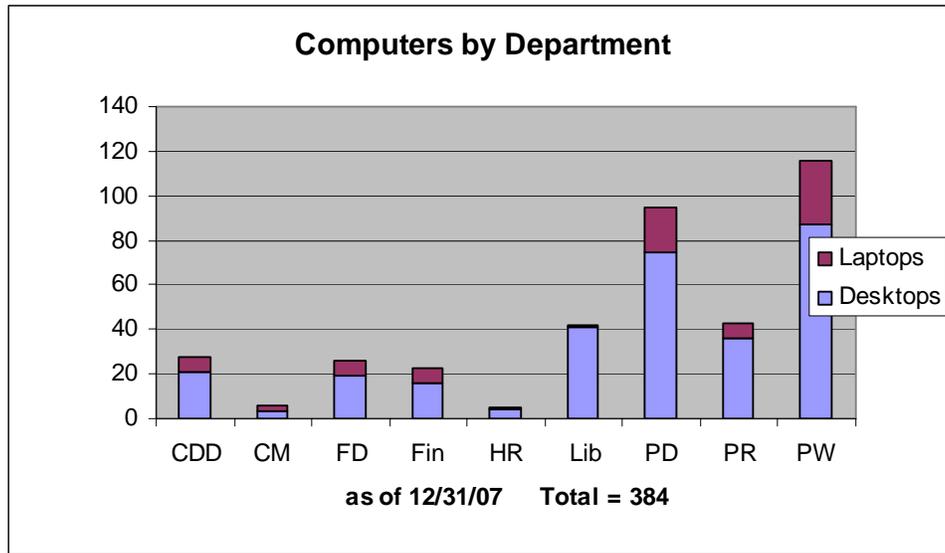
Secure external network access

- initial IS testing successful for access to network drives and Citrix applications
- testing ongoing by prototype users, need additional feedback to make sure system ready

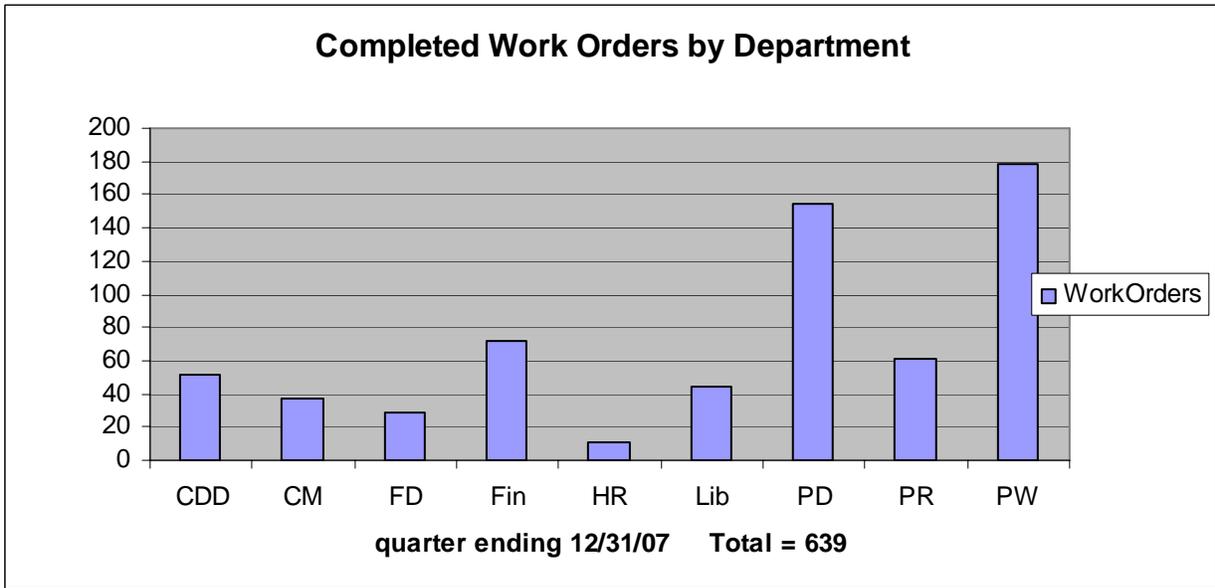
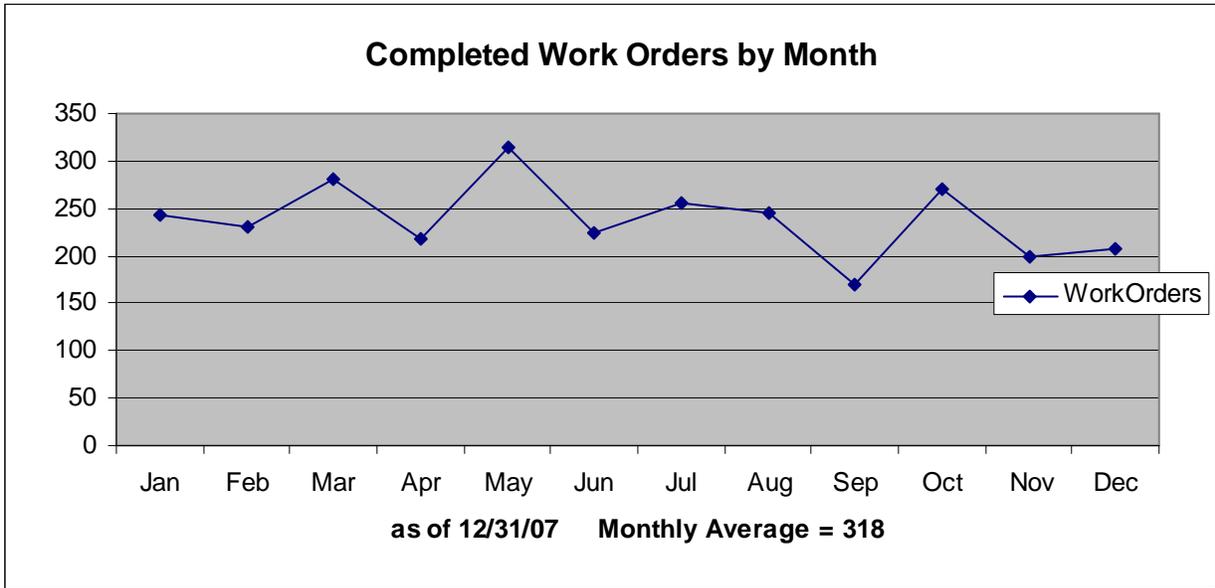
Cingular phones

- City will stay with City-owned devices with employees paying portion of personnel use
- will standardize on AT&T services/devices
- IS will support Blackberry devices for staff requiring data services
- Finance working on updated policy, IS/Purchasing develop Blackberry deployment process
- AT&T cell phone repeaters installed at City Hall in December

Network Statistics



Help Desk Statistics



Web Site Statistics

