

TO: James L. App, City Manager
FROM: Doug Monn, Public Works Director
SUBJECT: Data Connection to Water and Wastewater Facilities
DATE: October 16, 2007

NEEDS: For the City Council to consider allocating funding to establish a data connection between City Hall and the Water and Wastewater facilities to access shared resources on the City's Network.

FACTS:

1. The Information Systems Strategic Plan calls for providing the interconnection of support systems in such a way that services can be delivered across organizational boundaries. It calls for the design of computer systems which promote improved organizational responsiveness through the effective collection, sharing, and management of information.
2. The Water and Wastewater facilities are not connected to the City Hall network system. The Wastewater Treatment Plant is located at 3200 Sulphur Springs Road, and the Water Yard is located at 1230 Paso Robles Street.
3. Since the facilities are not connected to City Hall's network, staff at those facilities cannot access central files stored on the shared drives. This can lead to inefficiencies in information sharing and communication. For example, if a large file (such as a manufacturer's specs or operations manual) needs to be transmitted between City Hall and the Water Yard, currently staff has to copy it onto a CD and hand-deliver.
4. Additionally, information stored on the water and wastewater facilities are not backed-up on a regular basis. If there was a hard-drive failure of a staff's computer, information on that computer could be permanently lost.
5. Staff has received a quote to connect the two facilities to the City Hall server as follows:
 - Equipment (including a required upgrade to City Hall router): \$17,800
 - AT&T circuit: \$3,200
 - Monthly service fee: \$340
4. The connection would also allow for the facilities to connect into a centralized voicemail and telephone system, when available.

**ANALYSIS &
CONCLUSIONS:**

The City utilizes a centralized network at City Hall to manage its electronic files and data. The Water and Wastewater Divisions cannot access the shared resources of this system, which leads to inefficiencies in completing some work tasks and communications between facilities. Additionally, the need for regular back-up of the Water and Wastewater facilities' information has become more important with increased electronic communication, electronic file management, and electronic reporting requirements.

**FISCAL
IMPACT:**

Staff recommends authorizing \$28,000 for the work as described above. This cost represents the total cost for equipment and AT&T (\$21,000) as well as 20 months of service at \$340 per month (\$7,000) to fund the project through the end of the adopted budget 07-09. Funding will be split evenly between the Water and Wastewater Operations Funds as follows: 600-310-5454-165 - \$10,500; 600-310-5212-165 - \$3,500; 601-310-5454-163 - \$10,500; 601-310-5212-163 - \$3,500.

- OPTIONS:**
- a. Authorize \$28,000 to complete the upgrade of the Water and Wastewater Facilities to establish connection to the City Hall network.
 - b. Maintain the existing system as is.
 - c. Amend or modify one of the options above.

Prepared by: Katie DiSimone, Utilities Manager

Attachments

- 1) Resolution

RESOLUTION NO. 07-

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF PASO ROBLES
AUTHORIZING UPGRADE OF THE WATER AND WASTEWATER FACILITIES
TO ESTABLISH CONNECTION TO CITY HALL SERVER

WHEREAS, the City increasingly depends on electronic forms of communication and data management; and

WHEREAS, the City's Information Systems Strategic Plan calls for providing the interconnection of support systems in such a way that services can be delivered across organizational boundaries; and

WHEREAS, the City maintains the Wastewater Treatment Plant at 3200 Sulphur Springs Road and the Water Yard at 1230 Paso Robles Street, both remotely located from the central network at City Hall; and

WHEREAS, the increased efficiencies in electronic communication and data management saves staff time and costs; and

WHEREAS, the City received a quote for upgrading the Water and Wastewater facilities to connect to the City Hall server in the amount of \$28,000 through the end of the 07-09 budget period.

THEREFORE, BE IT RESOLVED AS FOLLOWS:

SECTION 1. The City Council of the City of El Paso de Robles does hereby authorize \$28,000 split evenly from the Sewer Operations Fund 601-310-5454-163 - \$10,500; 601-310-5212-163 - \$3,500 and Water Operations Fund 600-310-5454-165 - \$10,500; 600-310-5212-165 - \$3,500 to fund the connection to the City Hall server.

PASSED AND ADOPTED by the City Council of the City of Paso Robles this 16th day of October 2007 by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

Frank R. Mecham, Mayor

ATTEST:

Deborah D. Robinson, Deputy City Clerk