CITY OF MOUNTAIN VIEW

## MEMORANDUM
Information Technology Department

**DATE:**     May 25, 2021

**TO:**       City Council

**FROM:**     Steve Rodriguez, Information Technology Manager
           Roger Jensen, CIO/Information Technology Director

**VIA:**      Kimbra McCarthy, City Manager

**SUBJECT:**  **Information Technology Project Request for Fiscal Year 2021-22**

### PURPOSE

This memo transmits the Capital Improvement Project (CIP) requests for the Information Technology (IT) Department for Fiscal Year 2021-22.

### BACKGROUND

IT CIPs are usually identified as a single project, but may consist of subprojects or separated into different projects for tracking purposes. Proposals for Fiscal Year 2021-22 total $705,000. However, $300,000 of this request will be funded by a California LEAP Grant for the Paperless Permitting system, so the actual request is for $405,000.

### New Projects:

There are no requests for new projects this year.

### Amended Projects

### Land Management System and Paperless Permitting System, CIP 4111801 ($300,000)

The City of Mountain View does not have an enterprise-level Land Management System capable of managing permitting and licensing applications for the organization. The City has implemented department-level or work-group solutions with various products, including Excel, Filemaker, Serena Business Manager, Comcate, and a proprietary solution built by and maintained by a single person (not a Mountain View staff member). This assortment of applications is inefficient, subject to failure, and impossible to integrate for sharing data across applications.

In addition to a Land Management System, this CIP would also be used for a Paperless Permitting System, which would allow the City to move away from hard copy printouts of plans. The City receives hundreds of plans, with multiple reams of printed material. A paperless permitting system would eliminate the need for these printed materials as well as enabling staff and applicants to view and edit plans remotely during the application process.

The additional $300,000 would be provided by the California Local Early Action Planning (LEAP) Grant. This program is designed to provide financial support for programs that aid in the preparation and adoption of planning documents, and process improvements that accelerate housing production. There is no added expense for the City.

**WiFi Systems at City Facilities, CIP 4131807 ($80,000)**

The WiFi systems in use at City facilities were originally installed in 2014. Since that time, usage of the system has increased as employees use mobile devices as part of their current work processes, and the wireless access points have reached their end-of-life. This CIP will be used to fund the replacement of the older equipment as well as expand the coverage and capacity of the WiFi network in City facilities.

We are adding $80,000 to our current CIP that has $15,000 remaining. The original CIP was for $135,000.

**Citywide Website Software Update/Content Migration, CIP 4213201 ($55,000)**

Citywide request for vendor services to implement an update to the City's public web site located at www.mountainview.gov as well as our City's intranet "CityNet." This project will provide for the transition from the City's existing Civica brand Content Management System (CMS), which Granicus has purchased and been made end-of-life. The scope of services will include providing all software and services required to implement, support, and transfer the City's website, including, but not limited to, system configuration and testing, interfaces to City data/systems as applicable, content migration/conversion/cleanup of approximately 1,000 pages of existing content, project management in coordination with the City Project Team, and ongoing staff training and maintenance.

Based on estimates we have received from vendors, we are asking to add $55,000 to our current CIP of $310,000.

**IT Infrastructure and Telecommuting Support, CIP 4213301 ($135,000):**

This fund is used to add capacity due to new hires and building remodeling and replace miscellaneous equipment that is not covered under our equipment replacement fund.

The City has approximately 650 workstations in use by staff. Due to the COVID-19 event and the change in telecommuting practice, many users are working remotely and will continue to work remotely for the foreseeable future. We are investing in better systems for telecommuting users and for IT to support those systems when they are working remotely.

Based on estimates we have received from vendors, we are asking to add $135,000 to our current CIP of $144,000.

**Permanent Audio/Video Equipment in Conference Rooms, CIP 4171804 ($135,000**):

The Library has requested additional funding for an audio/video (A/V) system for the Library's new Community Room as funding for this project was not included in the original remodel of the Children's Area. This room and A/V systems will also be used for other community events.

The City is also upgrading the standard A/V setup design for all conference rooms to support Zoom and MS Teams "Rooms." As the City continues to use web and audio conferencing tools like Zoom and MS Teams to manage hybrid meetings with staff and the community, our conference room systems need to support this functionality as smoothly as possible.

Based on estimates we have received from vendors, we are adding $135,000 to our current CIP of $144,000.

## CONCLUSION

A comprehensive review of all current and scheduled projects was performed. These projects have been identified to improve the City IT systems' capacity, reliability, and functionality.

Please let me know if you need any additional information or have any questions.


SR-RJ/TS/1/IT
451-05-25-21M