



# MAYOR AND COUNCIL AGENDA FORM

<b>MOTION #35-02-07</b>		<b>DRAFT # 1</b>
<b>DATE SUBMITTED: 2/14/07</b>	<b>DATE TO GO BEFORE COUNCIL: 2/20/07</b>	
<b>SUBMITTED BY: Gardiner</b>		
<b>DEPARTMENT: Information Technology</b>		
<b>TITLE OF MOTION: Approval of IT Strategic Plan and Creation of Advisory Committee</b>		
<b>RECOMMENDATION:</b> I move that the Mayor and Council approve the following actions related to the 2006 IT Strategic Plan.  <ol style="list-style-type: none"><li>1. Adopt the plan with additions to Objective 5 below:<ul style="list-style-type: none"><li>• Provide integrated software across City Departments (as feasible)</li><li>• Join the I-NET in order to improve information sharing and improve service delivery</li><li>• Develop a digitizing and archiving documentation plan</li></ul></li><li>2. Create a Technology Advisory Committee. The purpose of the Committee is to advise and assist IT staff implement the Strategic Plan. It is envisioned that the committee will be comprised of information technology professionals and residents from a wide range of fields who can assist the IT staff and all employees select and utilize technology resources to enhance the delivery of City services. The City IT Manager and Communications Specialist will be the staff liaisons, and the Council liaison will be Bill Tierney. The initial term of office for committee members is two years. The committee shall meet at least quarterly and provide an annual report starting March 2008. The first output of the Committee shall be recommendations for an RFP for redevelopment of the City's Web site, which shall be due by March 30, 2007.</li></ol>		
<b>BACKGROUND:</b> The City hired a consultant to develop a strategic plan after evaluating the City's technology infrastructure and needs. The plan has been completed and presented to Council. This motion provides Council's approval and support of the plan. The additions to the plan refer to software that would enhance the City's ability to: track, respond to, and report on resident complaints; share data between departments so that the City's business processes can be better coordinated and streamlined; easily and quickly access relevant data from other government entities outside the City, and; efficiently store and store and retrieve City documents. By this action, the Council acknowledges the importance of investing in technology and technology training for staff in order to provide better services in a more efficient manner.		
<b>ANTICIPATED STAFF RESOURCES REQUIRED TO IMPLEMENT:</b> City IT Manager is working on many aspects of the plan, and may need additional staff resources to implement it.		
<b>CITY ADMINISTRATOR OR DEPARTMENT DIRECTOR/SUPERVISOR COMMENT:</b> City Staff recommends support		
<b>FUNCTION AND OBJECTIVES:</b> Maintain the City's Infrastructure and Facilities at a High Level; Improve the Safety and Quality of Life for all Residents; Promote Efficient and Effective Government Services		
<b>SUPPORTING DOCUMENTATION:</b> City's IT Strategic Plan (previously distributed to Council)		
<b>CURRENT YEAR BUDGET IMPACT:</b> The City budgeted in FY07 approximately \$100,000 for IT capital expenditures.		