

# Marina Coast Water District

## Technology Plan

Appendix 2014 for  
FY 2014-2015



Prepared for the  
Marina Coast Water District Board of Directors

March 2014

## ***Table of Contents***

EXECUTIVE SUMMARY.....	3
CATEGORY: LAN IMPLEMENTATION.....	4
CATEGORY: BILLING/FINANCIAL NEEDS.....	5
CATEGORY: TECHNOLOGY MAINTENANCE.....	6
CATEGORY: COMMUNICATIONS & SYSTEM AUGMENTATIONS.....	8
CATEGORY: DOCUMENT STORAGE SYSTEM .....	9
SUMMARY.....	10

Draft

## ***Executive Summary***

The District Technology Plan (DTP) Appendix outlines the tasks and funding requirements associated with meeting the goals described in the DTP for fiscal year 2014-2015. Budgetary requirements are also presented for each Category.

The District has a Local Area Network (LAN) and a Wide Area Network (WAN) between the Beach and Ord Community offices currently thru two dedicated T-1 lines. New Fiber Optic lines to be installed by mid-2014 will replace the T-1 lines and increase the data speed between the offices to 10 Megabit Per Second (MPS) from 3 MPS.

Most of the objectives listed under “Billing/Financial Needs” in the DTP have been completed. Focus remains on automating additional functions and processes, and replacing and consolidating the old hardware as listed in the DTP.

The objectives under “Technology Maintenance” form the basis of a long-term program that ensures the maintenance of existing District technology through the continued incorporation of improved hardware and software, and the enhanced ability of staff to use the technology. Planned replacement of outdated and aged hardware and software will keep the District systems effective.

While training is budgeted as part of District operations, training costs are referenced in the DTP for a comprehensive look at costs associated with District Technology.

The objectives listed under “Communications and System Augmentation” focus on the assessment of the current communications technology and any augmentations needed.

Document Storage System (DSS) implementation began in FY 2010-2011. The DSS will help the District towards green sustainability practices. The DSS system will save the District substantial time and money. In addition, it will create improved customer service, efficient collaboration between departments, sharing of information internally and externally, easier document storage and retrieval, and reduced storage space.

The objectives listed within the category “Document Storage System” will be achieved FY 2014-2015.

***Category: LAN Implementation***  
***Proposed FY 2014-2015 Budget: \$0***

The implementation of a Local Area Network (LAN) has greatly benefited the District. This LAN has enabled staff to share computer resources and network printers and other functions among staff members. The LAN has enabled the District staff members to communicate with one another via electronic mail, thus reducing the use of paper to move documents from one location to another, as well as increasing staff response time. Both sites are protected with firewalls within a dedicated Virtual Private Network.

The LAN enables the District to save money on needed software, as network licenses are purchased at a lower cost than multiple stand-alone packages; and to run the billing/financial software and provide access to staff.

Maintenance of existing LAN and WAN connections is included in the Technology Communications Section of this plan.

**Goal and Long- and Short-Term Objectives**

- *Improving the Internet access speed for the Ord Office:*
  - The connection between two offices is established by two T-1 lines (approx. 2.8MPS speed). Since this line carries both access to the servers in the beach office and also the Internet access, sometimes the speed slows down due to congestion caused by high demand Internet traffic (webinars, video streaming,...) The District will use Fiber Optic lines instead of the T-1 lines which will not only be faster and more reliable than the T-1 copper lines but will result in monthly usage cost-savings of approximately \$300.  
*To be Completed FY 2013/2014*

***Category: Billing/Financial Needs***  
***Proposed FY 2014-2015 Budget: \$68,175***

This category addresses the need to upgrade the application system that maintains billing and financial data. With the implementation of this goal, the District will maintain the integrated system for billing/financial needs, the meter reading system, the back-flow system, and the automated work order process system to track customer requests. These systems are critical for District operations and the information they produce is relied upon heavily for key analysis. The implementation of this system has greatly improved the ability of the District to provide timely and quality services to customers. The Customer Internet Account program has enabled District customers to access their account information online, pay bills using credit cards, and input service requests over the Internet.

***The current Billing/Finance System contains the following features:***

- Process credit cards via the Internet
- Merge and automate Work Order Process
- Merge and automate Back Flow Process
- Attach parcel maps to individual customer account (GIS)

**Goal and Long- and Short-Term Objectives**

- *Improving the billing/financial application beneficial to the District*
  - Implement Springbrook work order module for better tracking and billing of development projects.
  - Implement Springbrook human resources module to establish and maintain employee database for better tracking and reporting.
- *Upgrade the billing and financial software to the latest web-based version (V7) – FY 2014-2015*

**Proposed Costs for FY 2014-2015**

<b>Expense Type</b>	<b>Estimated Cost</b>	<b>Comments</b>
Billing and Financial Software upgrade	\$38,575	Included in capitalized equipment budget
Staff training on and new modules	\$21,600	Staff training included in budgeted operating costs
Custom Programming for CMMS/Springbrook integration	\$8,000	Update integration software included in capitalized equipment budget

***Category: Technology Maintenance***  
***Proposed FY 2014-2015 Budget: \$54,500***

To sustain the efficiency and effectiveness of the District's technological systems, hardware and software upgrades and additions will be required. If ongoing systems maintenance is not a priority, District systems will gradually become less effective. Objectives for planned computer replacements and desktop-operating system changes are presented below.

**Goals and Long- and Short-Term Objectives**

- *Improve productivity by replacing outdated hardware technology*
  - Upgrade or replace 25% of PCs connected to LAN each year
  - Upgrade and maintain file server performance
  - Upgrade or replace output devices: printers, etc.
  - Perform a needs analysis annually to determine budgetary framework – *Ongoing*
  - Upgrade uninterrupted power supply (UPS) backup system
  - Obtain a Plotter/Scanner to enable Engineering/O&M Departments to store plans and maps electronically and for in-house printing
- *Improve productivity by replacing outdated software technology*
  - Maintain compatibility of desktop operating systems – *Ongoing*
  - Perform a needs analysis annually to determine budgetary framework – *Ongoing*
  - Upgrade server operating system (OS) software
- *Improve and maintain computer training opportunities*
  - Identify District staff training needs – *Ongoing*
  - Develop training plans – *Ongoing*
  - Develop matrix showing benefits of technology training - *Ongoing*

Based on a needs analysis performed by the District's Information Technology consultant, the District replaced/consolidated aging server hardware with the latest technology hardware and software for a robust and safer computing environment in FY 2011-2012.

**Proposed Costs for FY 2014-2015**

<b>Expense Type</b>	<b>Estimated Cost</b>	<b>Comments</b>
Upgrade/Replace PCs and monitors	\$16,500	Replacement of 11 PCs with monitors & MS Office Software included in operating budget.
Large-format plotter/scanner/printer or equivalent	\$24,000	Included in the capitalized equipment budget.
CMMS/SpringBrook Custom program development, data migration and test	\$5,000	Ongoing custom program adaptation to the new server environment
Network equipment and peripherals replacements	\$4,000	For broken network equipment and peripherals included in operating budget.
Network Server software upgrades	\$5,000	Antivirus and other server software upgrades included in operating budget

***Category: Communications and System Augmentations***  
***FY 2014-2015 Budget: \$0***

The District attempts to keep abreast of innovative communication technologies and strives to implement them to effectively communicate with the public and other agencies. Throughout the life span of any system, additions or upgrades are necessary to sustain productivity. In addition to LAN system maintenance, other improvements will increase efficiency and decrease staff costs.

***The District has the following communications enhancements in place:***

- FAX server
- Voice Over Internet Protocol (VOIP) phone system, and expansion of the District's Internet presence.
- Expansion of the Internet presence includes real-time customer account information, and online payment options.
- Board Room presentations with laptop and projector.



***Category: Document Storage System***  
***Proposed FY 2014-2015 Budget: \$10,000***

A Document Storage System includes the strategies, methods and tools used to capture, manage, store, preserve, and deliver documents related to organizational processes. DSS tools and strategies allow the management of an organization's unstructured information, wherever that information exists. It reduces or eliminates the need for paper documents and allows for remote access of documents by employees. The DSS will help the District move towards green sustainability practices. The DSS systems will save the District substantial time and money. In addition, it will enhance customer service, efficient collaboration between departments, sharing of information internally and externally, easier document storage and retrieval, reduced storage space, and other benefits.

***Laser Fiche Document Management/Storage System provides the following capabilities:***

- Improve efficiency of document access
- Allow for remote document access
- Reduce storage space required to store paper files
- Enhance customer service, improved collaboration

**Goals and Long- and Short-Term Objectives**

- *Laser Fiche development*
  - Full implementation and use of the DSS throughout the District – FY 2014-2015.

**Proposed Costs for FY 2014-2015**

Expense Type	Estimated Cost	Comments
Laser Fiche Development	\$10,000	Implementation and set-up costs.

## ***Summary***

### ***Summary of FY 2014-2015 Budget: \$133,275***

<b>Category Type</b>	<b>Estimated Cost</b>	<b>Operating Budget</b>	<b>Capitalized Equipment Budget</b>
LAN Implementation	\$0	\$0	\$0
Billing/Financial Needs	\$68,175	\$21,600	\$46,575
Technology Maintenance	\$54,500	\$30,500	\$24,000
Communications & System Augmentations	\$0	\$0	\$0
Document Storage System	\$10,000	\$10,000	\$0
<b>TOTAL:</b>	<b>\$132,675</b>	<b>\$62,100</b>	<b>\$70,575</b>

Appendix 2014 represents a comprehensive plan with identified funding requirements necessary for the continued implementation of the District Technology Plan for FY 2014-2015. The approval and implementation of this appendix document will support the District's efforts of technology maintenance; technological enhancements to improve staff efficiency while continuing to better respond to the needs of the public.