

**FY 2016-2018 Information Technology Projects/Equipment
Funding Options Considered During Budget Process**

Department	Program	Account Number	Project Name	Type	Total Cost		CC*	Comments
					Initial Estimate			
Management_Services								
Management_Services	City Clerk	100-11-041-5104	Electronic SEI & Campaign Filing	New Technology	\$6,500			
Subtotal Management_Services (1)					\$6,500			
Finance								
Finance	Administration	100-12-011-6141	Financial System Enhancements	Carryforward	\$140,000			Funded - FY2016-17
Subtotal Finance (1)					\$140,000			
Human_Resources								
Human_Resources	Administration	100-13-011-6141	HR System Enhancements	Carryforward	\$100,000			Funded - FY2016-17
Subtotal Human_Resources (1)					\$100,000			
Police								
Police	Investigations	100-15-031-6141	Community Camera Project	New Technology	\$400,000	Y		Funded - FY2016-17
Subtotal Police (1)					\$400,000			
Public_Works								
Public_Works	Administration	100-18-011-6141	Work Order Management System Upgrade	Carryforward	\$10,000			Funded - FY2016-17
Public_Works	Administration	Multiple Funds	Ruggedized Laptops	Carryforward	12,400			Funded - FY2016-17
Subtotal Public_Works (2)					\$22,400			
Information_Systems								
Information_Technology	GIS	100-19-052-6141	ISMP - GIS Expansion	Carryforward	\$55,136			Funded - FY2016-17
Information_Technology	Administration	605-19-051-6141	Carryover: Data Encryption - AB1149	Carryforward	50,000			Funded - FY2016-17
Information_Technology	Administration	605-19-051-6141	Carryover - WAN Expansion	Carryforward	273,000			Funded - FY2016-17
Information_Technology	Administration	605-19-051-5210	Employee Training Center	New Technology	43,516			
Subtotal Information_Systems (4)					\$421,652			
Total Information Technology Requests (10)					\$1,090,552			
* City Council Initiated				FUNDED (8)	\$1,040,536			

CITY OF MANHATTAN BEACH
Information Technology Request Form

IT

Fiscal Year 2016-2017
Strong Governance

Form Purpose

This form formally introduces a new technology project for consideration by the City. The primary purpose of the form is to provide essential information that allows the IS Steering Committee to prioritize new technology requests for consideration in the budget process. Once a new technology project is approved to be recommended to the IS Steering Committee and subsequently approved by the City Manager, it will be prioritized and included in the City's IS Master Plan.

Department	Management_Services	Project Name	Electronic SEI & Campaign Filing
Program	City Clerk	Departments Involved	Management Services, Information Tech
Project Manager & Ext Operations Mgr & Ext	Liza Tamura x 5055	Account Number	100-11-041-5104
Form Prepared By	Matthew Cuevas	Type	New Technology
		Project Start Date	9/1/2016
		Project End Date	10/1/2016

Project Purpose	The purpose of this project is to implement an electronic solution for the filing of statements of economic interest (SEI) and campaign finance disclosure documents, to ensure a more accurate and efficient means to file these documents for elected City officials and City staff. This system will allow all filers to create an individual account, fill out the necessary SEI and/or campaign finance disclosure forms electronically and submit the forms to the California Fair Political Practices Commission online. This system will allow users to access their accounts and documents and any time, and eliminates the need to physically obtain the forms, fill them out by hand and mail them.
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Project Scope	This project will require the vendor to design and set up the web based portal for elected City officials and staff to access the platform to fill out their SEI and campaign finance disclosure forms. A hyperlink to this web based portal may need to be incorporated on the City's internal Intranet and a link on the public site for City elected officials and City staff to access the portal but it is not a requirement for the system to function.
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Project Approach	The City Clerk's office will be the project lead for the implementation of the new electronic filing system. The Clerk's office will work with the vendor on the design and implementation of the web based portal, and the forms that are required to meet State laws and FPPC regulations. The City Clerk's office will also coordinate with the Information Technology Department to ensure the web based portal functions properly and a possible hyperlink on the internal Intranet, as well as addressing any potential security concerns to protect City information and assets.
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Hardware and Software Requirements (Check all that apply)

<u>Hardware</u>	<u>Infrastructure</u>	<u>Mobile Data Plan</u>	<u>Software</u>
<input type="checkbox"/> Server	<input type="checkbox"/> Fiber	<input type="checkbox"/> 2 GB (AT&T)	<input type="checkbox"/> Network
<input type="checkbox"/> UPS	<input type="checkbox"/> Network Drop	<input type="checkbox"/> 4 GB (AT&T)	<input type="checkbox"/> Application
<input checked="" type="checkbox"/> Computer	<input type="checkbox"/> Wireless Access	<input type="checkbox"/> 5 GB (AT&T)	<input type="checkbox"/> Database
<input checked="" type="checkbox"/> Hosted	<input type="checkbox"/> Remote Connection	<input type="checkbox"/> Unlimited (others)	<input type="checkbox"/> Thick Client
<input type="checkbox"/> N/A	<input type="checkbox"/> Other	<input type="checkbox"/> Required Provider	<input type="checkbox"/> Thin Client
<input type="checkbox"/> iPad	<input type="text" value="Describe Other here"/>	<input type="text" value="Input Req'd Provider here"/>	<input checked="" type="checkbox"/> Browser Based (Explorer)
<input type="checkbox"/> Tablet			<input type="checkbox"/> Backup
<input type="checkbox"/> Other			<input type="checkbox"/> Other
<input type="text" value="Describe Other here"/>			<input type="text" value="Describe Other here"/>

CITY OF MANHATTAN BEACH
Information Technology Request Form

IT

Fiscal Year 2016-2017
Strong Governance

Support Requirements

Page 2

Vendor Name	NetFile	Vendor Address	2707 Aurora Road, Mariposa, CA
Contact Name	Tom Diebert	Vendor Website	www.netfile.com
Contact Phone	(209) 742-4100	Vendor Support Number	(209) 742-4100
Contact Email	diebert@netfile.com	Vendor Support Hours	

Vendor Scope of Work: Initial Installation & Ongoing (if necessary)
 Vendor will be responsible for setting up and configuring the City's online portal, database and trainer site. The vendor will also be responsible for the \$1,000 FPPC application fee to become a paperless agency for SEI filings.

Solution References
 There are numerous local governments in California that utilize this software, including: Anaheim, Berkeley, Burbank, Carlsbad, Glendale, Irvine, Oakland, Palo Alto, Pleasonton, San Jose, Sacramento, Santa Monica.

Professional Services References
 Include agencies who have used vendor's services for implementation and/or configuration of proposed solution

Maintenance Agreement (input amount below) Yes No N/A

Vendor Onsite Installation Yes No N/A

Remote Support/Connectivity Required Yes No N/A

Remote VPN Access Required Yes No N/A

System Updates Monthly Quarterly Annually Other (type right) As needed

Administered by Vendor I.S. Operations Lead Other (type right)

Estimated Project Cost:

(Provide estimated project cost. Project cost considerations should include software, hardware, conversion, interfaces, training, etc. For assistance with estimates, visit the [IT/Procurement Intranet page](#).)

Implementation (One-Time)	\$6,500	Ongoing (Annual Recurring)	\$6,500
Funding Source <i>(Identify the funding source.)</i>	Funding will be allocated through the General Fund from the City Clerk's budget for Computer Contract Services; account 100-11-041-5104		

Hardware Costs (purchase of server, computer, UPS, etc.)	\$0.00
Infrastructure Costs (fiber, data port installation, wireless access, etc.)	0.00
Mobile Data Plans Annual Cost	0.00
Software Costs (server OS, backup agent, application, SQL license, etc.)	0.00
Professional Services Costs (installation, custom programming)	6,500.00
Maintenance Agreement Costs	0.00
Vendor Support Cost	0.00
Shipping & Handling and Sales Tax	0.00
Total Systems / Technology Project Cost	\$6,500.00

CITY OF MANHATTAN BEACH
Information Technology Request Form

IT

Fiscal Year 2016-2017
Strong Governance

Additional Comments	The maintenance and support costs from the vendor are included in the \$6,500 quote.
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Public Works	<i>Describe Public Works Involvement</i>
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I.S. Manager Signature Indicating Form Review _____
Date

Approved by IS Steering Committee _____
Date

Finance Signature Indicating Form Review _____
Date

APPROVAL by City Manager _____
Date

GLOSSARY OF TERMS

Application: Software or program

Fiber: Cable / infrastructure that extends the City's network

Hosted: Solution is hosted by vendor; application is accessed by Internet browser

iPad: Apple tablet product; product must be able to run on iOS (Apple's OS)

Operations Manager/Leader: Staff member responsible for daily and administrative operations

OS: Operating System, i.e. Windows XP, Windows 2003 Server

Project Manager/Leader: Staff member managing the project (typically a Manager or Supervisor)

Server: Power computer where the application will be installed

SQL: Microsoft SQL is a database language, i.e. SQL 2000

Tablet: mobile device that runs on Windows OS

Thick Client: Application installed on the desktop.

Thin Client: **Application is not installed on the desktop.**

UPS: Uninterruptible Power Supply; battery backup

VPN: Virtual Private Network; allows remote users to access resources on the City's network

Vendor Scope of Work - Include description of vendor's installation/implementation approach (remote access or (onsite), work activities, deliverables and timeline related to the completion of the project

Solution References - Reference should include agency currently using proposed solution and years/time in production

Professional Services References - Reference should include agencies who have used vendor's services for implementation and/or configuration of proposed solution

CITY OF MANHATTAN BEACH
Information Technology Request Form

IT

Fiscal Year 2016-2017
Financial Sustainability

Form Purpose

This form formally introduces a new technology project for consideration by the City. The primary purpose of the form is to provide essential information that allows the IS Steering Committee to prioritize new technology requests for consideration in the budget process. Once a new technology project is approved to be recommended to the IS Steering Committee and subsequently approved by the City Manager, it will be prioritized and included in the City's IS Master Plan.

Department	Finance	Project Name	Financial System Enhancements
Program	Administration	Departments Involved	Finance, HR, Public Works, IT
Project Manager & Ext Operations Mgr & Ext Form Prepared By		Account Number	100-12-011-6141
		Type	Carryforward
		Project Start Date	TBD
		Project End Date	TBD

Project Purpose	As identified in the IS Master Plan, the purpose of this project is to provide increased productivity through electronic processes, reducing duplicative data entry in multiple stand-alone systems. Currently, Human Resources uses manual processes for recruitment, benefits, workers compensation, liability, training, and other HR functions; fixed assets and capital projects are tracked manually; efforts are duplicated when employees enter time for payroll (versus remotely by employees); approval sequences for payables, purchasing and other functions are performed manually (versus electronically through workflow).
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Project Scope	Fully engage Tyler Technologies regarding the future sustainability of their Eden financial system product, and secure a written commitment from Tyler that provides for future support of the system. Subsequent to this, enter into discussions regarding available Eden enhancements (i.e. Human Resources module; integrated cashiering; remote employee time entry; CIP project budget tracking; fixed assets; inventory; purchasing; and workflow for the various financial system functions). If the Eden system cannot meet the City's requirements, procurement of a new system is recommended (see Financial System Replacement project).
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Project Approach	This effort will be driven by the Finance Department, guided by its Administration and Accounting Divisions, with assistance and input from Information Technology, Human Resources and Public Works.
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Hardware and Software Requirements (Check all that apply)

<u>Hardware</u>	<u>Infrastructure</u>	<u>Mobile Data Plan</u>	<u>Software</u>
<input type="checkbox"/> Server	<input type="checkbox"/> Fiber	<input type="checkbox"/> 2 GB (AT&T)	<input checked="" type="checkbox"/> Network
<input type="checkbox"/> UPS	<input type="checkbox"/> Network Drop	<input type="checkbox"/> 4 GB (AT&T)	<input checked="" type="checkbox"/> Application
<input type="checkbox"/> Computer	<input type="checkbox"/> Wireless Access	<input type="checkbox"/> 5 GB (AT&T)	<input type="checkbox"/> Database
<input type="checkbox"/> Hosted	<input type="checkbox"/> Remote Connection	<input type="checkbox"/> Unlimited (others)	<input type="checkbox"/> Thick Client
<input type="checkbox"/> N/A	<input type="checkbox"/> Other	<input type="checkbox"/> Required Provider	<input type="checkbox"/> Thin Client
<input type="checkbox"/> iPad	<input type="text" value="Describe Other here"/>	<input type="text" value="Input Req'd Provider here"/>	<input type="checkbox"/> Browser Based (Explorer)
<input type="checkbox"/> Tablet			<input type="checkbox"/> Backup
<input type="checkbox"/> Other			<input type="checkbox"/> Other
<input type="text" value="Describe Other here"/>			<input type="text" value="Describe Other here"/>

CITY OF MANHATTAN BEACH
Information Technology Request Form

IT

Fiscal Year 2016-2017
Financial Sustainability

Support Requirements

Page 2

Vendor Name	TBD	Vendor Address	
Contact Name		Vendor Website	
Contact Phone		Vendor Support Number	
Contact Email		Vendor Support Hours	

Vendor Scope of Work: Initial Installation & Ongoing (if necessary) *Include description of vendor's installation/implementation approach, work activities, deliverables and timeline related to the completion of the project. For additional room continue on 'FORM (2)'*

Solution References *Include agencies currently using proposed solution and years/time in production*

Professional Services References *Include agencies who have used vendor's services for implementation and/or configuration of proposed solution*

Maintenance Agreement (input amount below)	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	
Vendor Onsite Installation	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	
Remote Support/Connectivity Required	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	
Remote VPN Access Required	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	
System Updates	<input type="checkbox"/> Monthly	<input type="checkbox"/> Quarterly	<input type="checkbox"/> Annually	<input type="checkbox"/> Other (type right) <input type="text"/>
Administered by	<input type="checkbox"/> Vendor	<input type="checkbox"/> I.S.	<input type="checkbox"/> Operations Lead	<input type="checkbox"/> Other (type right) <input type="text"/>

Estimated Project Cost:

(Provide estimated project cost. Project cost considerations should include software, hardware, conversion, interfaces, training, etc. For assistance with estimates, visit the [IT/Procurement Intranet page](#).

Implementation (One-Time)	<input type="text"/>	Ongoing (Annual Recurring)	<input type="text"/>
Funding Source <i>(Identify the funding source.)</i>	<input type="text"/>		

Hardware Costs (purchase of server, computer, UPS, etc.)	
Infrastructure Costs (fiber, data port installation, wireless access, etc.)	
Mobile Data Plans Annual Cost	
Software Costs (server OS, backup agent, application, SQL license, etc.)	140,000.00
Professional Services Costs (installation, custom programming)	
Maintenance Agreement Costs	
Vendor Support Cost	
Shipping & Handling and Sales Tax	
Total Systems / Technology Project Cost	\$140,000.00

CITY OF MANHATTAN BEACH
Information Technology Request Form

IT

Fiscal Year 2016-2017
Financial Sustainability

Page 3

Additional Comments	<i>For additional room continue on 'FORM (2)'</i>
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Public Works	<i>Describe Public Works Involvement</i>
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I.S. Manager Signature Indicating Form Review _____

Date

Approved by IS Steering Committee _____

Date

Finance Signature Indicating Form Review _____

Date

APPROVAL by City Manager _____

Date

GLOSSARY OF TERMS

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Project Manager/Leader: Staff member managing the project (typically a Manager or Supervisor)

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UPS: Uninterruptible Power Supply; battery backup

VPN: Virtual Private Network; allows remote users to access resources on the City's network

Vendor Scope of Work - Include description of vendor's installation/implementation approach (remote access or (onsite), work activities, deliverables and timeline related to the completion of the project

Solution References - Reference should include agency currently using proposed solution and years/time in production

Professional Services References - Reference should include agencies who have used vendor's services for implementation and/or configuration of proposed solution

CITY OF MANHATTAN BEACH
Information Technology Request Form

IT

Fiscal Year 2016-2017
Excellent City Services

Form Purpose

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Department	Police	Project Name	Community Camera Project
Program	Investigations	Departments Involved	PD, IT, Finance, Comm Dev, CA, PW
Project Manager & Ext	Derrick Abell, x5177	Account Number	100-15-031-6141
Operations Mgr & Ext	Robert Mendoza, x5137	Type	New Technology
Form Prepared By	Julie Dahlgren, x5118	Project Start Date	2/1/2016
		Project End Date	12/31/2016

Project Purpose	City Council directed staff to research the feasibility of installing community ALPR cameras at ingress and egress points of the City to serve as a crime deterrent and an investigative tool. The item will go before Council at the April 5, 2016 City Council meeting. The staff report will outline approximate costs and a rough timeline, should Council direct staff to move forward with the installation. In anticipation of City Council approval, staff is preparing a technology budget request form to appropriate funds for the project.
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Project Scope	The project involves installling ALPR cameras at 8 points of ingress/egress to the City. Data will either be transmitted via aircard or through the City's wireless mesh network. The purchase of the hardware will include access to a law enforcement database of ALPR data nationally.
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Project Approach	Research available technology, interview vendors, determine if a formal bid is required, conduct formal bid process (if necessaary), work with City Attorney to develop a policy for records retention and data security (in compliance with California law), contract with vendor(s) for installation of cameras at selected locations; train detectives on retrieval of ALPR records from the LEARN system (or the like), contract with vendor for ongoing maintenance/repair.
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Hardware and Software Requirements (Check all that apply)

<u>Hardware</u>	<u>Infrastructure</u>	<u>Mobile Data Plan</u>	<u>Software</u>
<input type="checkbox"/> Server	<input type="checkbox"/> Fiber	<input type="checkbox"/> 2 GB (AT&T)	<input type="checkbox"/> Network
<input type="checkbox"/> UPS	<input type="checkbox"/> Network Drop	<input type="checkbox"/> 4 GB (AT&T)	<input type="checkbox"/> Application
<input type="checkbox"/> Computer	<input type="checkbox"/> Wireless Access	<input type="checkbox"/> 5 GB (AT&T)	<input type="checkbox"/> Database
<input type="checkbox"/> Hosted	<input type="checkbox"/> Remote Connection	<input type="checkbox"/> Unlimited (others)	<input type="checkbox"/> Thick Client
<input type="checkbox"/> N/A	<input type="checkbox"/> Other	<input type="checkbox"/> Required Provider	<input type="checkbox"/> Thin Client
<input type="checkbox"/> iPad	To be determined	To be determined	<input type="checkbox"/> Browser Based (Explorer)
<input type="checkbox"/> Tablet			<input type="checkbox"/> Backup
<input type="checkbox"/> Other			<input checked="" type="checkbox"/> Other
To be determined			Hosted

CITY OF MANHATTAN BEACH
Information Technology Request Form

IT

Fiscal Year 2016-2017
Excellent City Services

Support Requirements

Page 2

Vendor Name	TBD (likely, Vigilant Solutions)	Vendor Address	2021 Las Positas Court Suite #101, Livermore
Contact Name	Greg Mills	Vendor Website	http://vigilantsolutions.com
Contact Phone	858.287.0067	Vendor Support Number	925-398-2079
Contact Email	greg.mills@vigilantsolutions.cc	Vendor Support Hours	8:00 - 5:00 PST, M-F

Vendor Scope of Work: Installation of ALPR cameras, ongoing support and maintenance, ongoing cost of LEARN software
Initial Installation & Ongoing (if necessary)

Solution References Long Beach PD, Simi Valley PD, Claremont PD, West Covina PD, LA CLEAR, JRIC, and La Verne PD
Professional Services References Long Beach PD, Simi Valley PD, Claremont PD, West Covina PD, LA CLEAR, JRIC, and La Verne PD

Maintenance Agreement (input amount below) Yes No N/A
Vendor Onsite Installation Yes No N/A
Remote Support/Connectivity Required Yes No N/A
Remote VPN Access Required Yes No N/A

System Updates Monthly Quarterly Annually Other (type right)
Administered by Vendor I.S. Operations Lead Other (type right)

Estimated Project Cost:

(Provide estimated project cost. Project cost considerations should include software, hardware, conversion, interfaces, training, etc. For assistance with estimates, visit the [IT/Procurement Intranet page](#).)

Implementation (One-Time)	300,000	Ongoing (Annual Recurring)	12,000
Funding Source <i>(Identify the funding source.)</i>	General funds		

Hardware Costs (purchase of server, computer, UPS, etc.)	\$260,000.00
Infrastructure Costs (fiber, data port installation, wireless access, etc.)	40,000.00
Mobile Data Plans Annual Cost	up to \$5,000
Software Costs (server OS, backup agent, application, SQL license, etc.)	10,000.00
Professional Services Costs (installation, custom programming)	67,500.00
Maintenance Agreement Costs	7,500.00
Vendor Support Cost	
Shipping & Handling and Sales Tax	15,000.00
Total Systems / Technology Project Cost	\$400,000.00

CITY OF MANHATTAN BEACH
Information Technology Request Form

IT

Fiscal Year 2016-2017
Excellent City Services

Additional Comments	Per Sandy, add \$60,000 for installation costs.
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Public Works	<i>Describe Public Works Involvement</i>
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I.S. Manager Signature Indicating Form Review _____
Date

Approved by IS Steering Committee _____
Date

Finance Signature Indicating Form Review _____
Date

APPROVAL by City Manager _____
Date

GLOSSARY OF TERMS

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OS: Operating System, i.e. Windows XP, Windows 2003 Server

Project Manager/Leader: Staff member managing the project (typically a Manager or Supervisor)

Server: Power computer where the application will be installed

SQL: Microsoft SQL is a database language, i.e. SQL 2000

Tablet: mobile device that runs on Windows OS

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Thin Client: **Application is not installed on the desktop.**

UPS: Uninterruptible Power Supply; battery backup

VPN: Virtual Private Network; allows remote users to access resources on the City's network

Vendor Scope of Work - Include description of vendor's installation/implementation approach (remote access or (onsite), work activities, deliverables and timeline related to the completion of the project

Solution References - Reference should include agency currently using proposed solution and years/time in production

Professional Services References - Reference should include agencies who have used vendor's services for implementation and/or configuration of proposed solution

CITY OF MANHATTAN BEACH
Information Technology Request Form

IT

Fiscal Year 2016-2017
e Physical Asset Management

Form Purpose

This form formally introduces a new technology project for consideration by the City. The primary purpose of the form is to provide essential information that allows the IS Steering Committee to prioritize new technology requests for consideration in the budget process. Once a new technology project is approved to be recommended to the IS Steering Committee and subsequently approved by the City Manager, it will be prioritized and included in the City's IS Master Plan.

Department	Public Works	Project Name	Work Order Management System Upgra
Program	Administration	Departments Involved	PW & IS
Project Manager & Ext Operations Mgr & Ext	Keith Darling x5310	Account Number	100-18-011-6141
Form Prepared By	Anna Luke-Jones x5363	Type	Carryforward
		Project Start Date	
		Project End Date	

Project Purpose	CARRYFORWARD FROM FY15-16: This project is part of the IS Master Plan. The goal is to centralize and integrate software under one vendor (ie: Accela, Tyler, etc). The department believes the current system, Government Outreach, is a great foundation; however, upgrades to the system would greatly enhance the work order management for the department. The funds must be carried over to FY16-17 as a new solution will not be selected in FY14-15.
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Project Scope	CARRYFORWARD FROM FY15-16: Purchase a new or upgrades to the existing work order management system. Final cost has to be determined.
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Project Approach	CARRYFORWARD FROM FY15-16:
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Hardware and Software Requirements (Check all that apply)

<u>Hardware</u>	<u>Infrastructure</u>	<u>Mobile Data Plan</u>	<u>Software</u>
<input type="checkbox"/> Server	<input type="checkbox"/> Fiber	<input type="checkbox"/> 2 GB (AT&T)	<input type="checkbox"/> Network
<input type="checkbox"/> UPS	<input type="checkbox"/> Network Drop	<input type="checkbox"/> 4 GB (AT&T)	<input type="checkbox"/> Application
<input type="checkbox"/> Computer	<input type="checkbox"/> Wireless Access	<input type="checkbox"/> 5 GB (AT&T)	<input type="checkbox"/> Database
<input type="checkbox"/> Hosted	<input type="checkbox"/> Remote Connection	<input type="checkbox"/> Unlimited (others)	<input type="checkbox"/> Thick Client
<input type="checkbox"/> N/A	<input type="checkbox"/> Other	<input type="checkbox"/> Required Provider	<input type="checkbox"/> Thin Client
<input type="checkbox"/> iPad	<input type="checkbox"/> Describe Other here	<input type="checkbox"/> Input Req'd Provider here	<input type="checkbox"/> Browser Based (Explorer)
<input type="checkbox"/> Tablet			<input type="checkbox"/> Backup
<input type="checkbox"/> Other			<input type="checkbox"/> Other
<input type="checkbox"/> Describe Other here			<input type="checkbox"/> Describe Other here

CITY OF MANHATTAN BEACH
Information Technology Request Form

IT

Fiscal Year 2016-2017
Physical Asset Management

Support Requirements

Page 2

Vendor Name		Vendor Address	
Contact Name		Vendor Website	
Contact Phone		Vendor Support Number	
Contact Email		Vendor Support Hours	

Vendor Scope of Work: Initial Installation & Ongoing (if necessary) *Include description of vendor's installation/implementation approach, work activities, deliverables and timeline related to the completion of the project. For additional room continue on 'FORM (2)'*

Solution References *Include agencies currently using proposed solution and years/time in production*

Professional Services References *Include agencies who have used vendor's services for implementation and/or configuration of proposed solution*

Maintenance Agreement (input amount below)	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A		
Vendor Onsite Installation	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A		
Remote Support/Connectivity Required	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A		
Remote VPN Access Required	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A		
System Updates Administered by	<input type="checkbox"/> Monthly	<input type="checkbox"/> Quarterly	<input type="checkbox"/> Annually	<input type="checkbox"/> Other (type right)	
	<input type="checkbox"/> Vendor	<input type="checkbox"/> I.S.	<input type="checkbox"/> Operations Lead	<input type="checkbox"/> Other (type right)	

Estimated Project Cost:

(Provide estimated project cost. Project cost considerations should include software, hardware, conversion, interfaces, training, etc. For assistance with estimates, visit the [IT/Procurement Intranet page](#).

Implementation (One-Time)		Ongoing (Annual Recurring)	
Funding Source <i>(Identify the funding source.)</i>			

Hardware Costs (purchase of server, computer, UPS, etc.)	
Infrastructure Costs (fiber, data port installation, wireless access, etc.)	
Mobile Data Plans Annual Cost	
Software Costs (server OS, backup agent, application, SQL license, etc.)	10,000.00
Professional Services Costs (installation, custom programming)	
Maintenance Agreement Costs	
Vendor Support Cost	
Shipping & Handling and Sales Tax	
Total Systems / Technology Project Cost	\$10,000.00

CITY OF MANHATTAN BEACH
Information Technology Request Form

IT

Fiscal Year 2016-2017
e Physical Asset Management

Page 3

Additional Comments	CARRYFORWARD FROM FY15-16. ORIGINAL APPROVAL WAS \$150,000 IN 2014-15.
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Public Works	<i>Describe Public Works Involvement</i>
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I.S. Manager Signature Indicating Form Review _____

Date

Approved by IS Steering Committee _____

Date

Finance Signature Indicating Form Review _____

Date

APPROVAL by City Manager _____

Date

GLOSSARY OF TERMS

Application: Software or program

Fiber: Cable / infrastructure that extends the City's network

Hosted: Solution is hosted by vendor; application is accessed by Internet browser

iPad: Apple tablet product; product must be able to run on iOS (Apple's OS)

Operations Manager/Leader: Staff member responsible for daily and administrative operations

OS: Operating System, i.e. Windows XP, Windows 2003 Server

Project Manager/Leader: Staff member managing the project (typically a Manager or Supervisor)

Server: Power computer where the application will be installed

SQL: Microsoft SQL is a database language, i.e. SQL 2000

Tablet: mobile device that runs on Windows OS

Thick Client: Application installed on the desktop.

Thin Client: **Application is not installed on the desktop.**

UPS: Uninterruptible Power Supply; battery backup

VPN: Virtual Private Network; allows remote users to access resources on the City's network

Vendor Scope of Work - Include description of vendor's installation/implementation approach (remote access or (onsite), work activities, deliverables and timeline related to the completion of the project

Solution References - Reference should include agency currently using proposed solution and years/time in production

Professional Services References - Reference should include agencies who have used vendor's services for implementation and/or configuration of proposed solution

CITY OF MANHATTAN BEACH
Information Technology Request Form

IT

Fiscal Year 2016-2017
e Physical Asset Management

Form Purpose

This form formally introduces a new technology project for consideration by the City. The primary purpose of the form is to provide essential information that allows the IS Steering Committee to prioritize new technology requests for consideration in the budget process. Once a new technology project is approved to be recommended to the IS Steering Committee and subsequently approved by the City Manager, it will be prioritized and included in the City's IS Master Plan.

Department	Public Works	Project Name	Ruggedized Laptops
Program	Administration	Departments Involved	PW, IS
Project Manager & Ext Operations Mgr & Ext	Keith Darling x5310	Account Number	see scope below
Form Prepared By	Anna Luke-Jones x5363	Type	Carryforward
		Project Start Date	
		Project End Date	

Project Purpose	CARRYFORWARD FROM FY15-16: The majority of Public Works staff work in the field daily. Due to conditions encountered in a field environment, a ruggedized laptop is required. The laptops will be loaded with maps, blueprints and software utilized by crews/standby personnel and can be useful for recording information during projects. Public Works is also pursuing an upgrade to the Government Outreach work order system using the Carryover Work Order Management Supplemental funds so that crews can input data in Government Outreach offline (CONTINUED ON PAGE 2)
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Project Scope	CARRYFORWARD FROM FY15-16: Procure and deliver four ruggedized laptops. The laptops will be utilized as follows: (1) for the Water Division (501-18-251-5210), (1) for the Wastewater Division (503-18-321-5210), (1) for the Facilities Division (615-18-041-5210) and (1) for the Street Division (100-18-032-5210).
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Project Approach	CARRYFORWARD FROM FY15-16: Straightforward purchase and deployment.
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Hardware and Software Requirements (Check all that apply)

<u>Hardware</u>	<u>Infrastructure</u>	<u>Mobile Data Plan</u>	<u>Software</u>
<input type="checkbox"/> Server	<input type="checkbox"/> Fiber	<input type="checkbox"/> 2 GB (AT&T)	<input type="checkbox"/> Network
<input type="checkbox"/> UPS	<input type="checkbox"/> Network Drop	<input type="checkbox"/> 4 GB (AT&T)	<input type="checkbox"/> Application
<input type="checkbox"/> Computer	<input type="checkbox"/> Wireless Access	<input type="checkbox"/> 5 GB (AT&T)	<input type="checkbox"/> Database
<input type="checkbox"/> Hosted	<input type="checkbox"/> Remote Connection	<input type="checkbox"/> Unlimited (others)	<input type="checkbox"/> Thick Client
<input type="checkbox"/> N/A	<input type="checkbox"/> Other	<input type="checkbox"/> Required Provider	<input type="checkbox"/> Thin Client
<input type="checkbox"/> iPad	<input type="checkbox"/> Describe Other here	<input type="checkbox"/> Input Req'd Provider here	<input type="checkbox"/> Browser Based (Explorer)
<input type="checkbox"/> Tablet			<input type="checkbox"/> Backup
<input checked="" type="checkbox"/> Other			<input type="checkbox"/> Other
<input type="checkbox"/> Describe Other here			<input type="checkbox"/> Describe Other here

CITY OF MANHATTAN BEACH
Information Technology Request Form

IT

Fiscal Year 2016-2017
Physical Asset Management

Support Requirements

Page 2

Vendor Name	Dell	Vendor Address	
Contact Name		Vendor Website	
Contact Phone		Vendor Support Number	
Contact Email		Vendor Support Hours	

Vendor Scope of Work: Initial Installation & Ongoing (if necessary) *Include description of vendor's installation/implementation approach, work activities, deliverables and timeline related to the completion of the project. For additional room continue on 'FORM (2)'*

Solution References *Include agencies currently using proposed solution and years/time in production*

Professional Services References *Include agencies who have used vendor's services for implementation and/or configuration of proposed solution*

Maintenance Agreement (input amount below)	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	
Vendor Onsite Installation	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	<input type="checkbox"/> N/A	
Remote Support/Connectivity Required	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	
Remote VPN Access Required	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	<input type="checkbox"/> N/A	
System Updates	<input type="checkbox"/> Monthly	<input type="checkbox"/> Quarterly	<input type="checkbox"/> Annually	<input type="checkbox"/> Other (type right) <input type="text"/>
Administered by	<input type="checkbox"/> Vendor	<input checked="" type="checkbox"/> I.S.	<input type="checkbox"/> Operations Lead	<input type="checkbox"/> Other (type right) <input type="text"/>

Estimated Project Cost:

(Provide estimated project cost. Project cost considerations should include software, hardware, conversion, interfaces, training, etc. For assistance with estimates, visit the [IT/Procurement Intranet page](#).)

Implementation (One-Time)		Ongoing (Annual Recurring)	
Funding Source	501-18-251-5210, 503-18-321-5210, 615-18-041-5210 and 100-18-032-5210		

Hardware Costs (purchase of server, computer, UPS, etc.)	\$11,600.00
Infrastructure Costs (fiber, data port installation, wireless access, etc.)	
Mobile Data Plans Annual Cost	
Software Costs (server OS, backup agent, application, SQL license, etc.)	400.00
Professional Services Costs (installation, custom programming)	
Maintenance Agreement Costs	400.00
Vendor Support Cost	
Shipping & Handling and Sales Tax	
Total Systems / Technology Project Cost	\$12,400.00

CITY OF MANHATTAN BEACH
Information Technology Request Form

IT

Fiscal Year 2016-2017
e Physical Asset Management

Page 3

Additional Comments	CARRYFORWARD FROM FY15-16:
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Public Works	<i>Describe Public Works Involvement</i>
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I.S. Manager Signature Indicating Form Review _____

Date

Approved by IS Steering Committee _____

Date

Finance Signature Indicating Form Review _____

Date

APPROVAL by City Manager _____

Date

GLOSSARY OF TERMS

Application: Software or program

Fiber: Cable / infrastructure that extends the City's network

Hosted: Solution is hosted by vendor; application is accessed by Internet browser

iPad: Apple tablet product; product must be able to run on iOS (Apple's OS)

Operations Manager/Leader: Staff member responsible for daily and administrative operations

OS: Operating System, i.e. Windows XP, Windows 2003 Server

Project Manager/Leader: Staff member managing the project (typically a Manager or Supervisor)

Server: Power computer where the application will be installed

SQL: Microsoft SQL is a database language, i.e. SQL 2000

Tablet: mobile device that runs on Windows OS

Thick Client: Application installed on the desktop.

Thin Client: Application is not installed on the desktop.

UPS: Uninterruptible Power Supply; battery backup

VPN: Virtual Private Network; allows remote users to access resources on the City's network

Vendor Scope of Work - Include description of vendor's installation/implementation approach (remote access or (onsite), work activities, deliverables and timeline related to the completion of the project

Solution References - Reference should include agency currently using proposed solution and years/time in production

Professional Services References - Reference should include agencies who have used vendor's services for implementation and/or configuration of proposed solution

**Project Purpose
(Continued)**

in the field and upload once at the Public Works Yard. The ruggedized laptops will be the avenue for working offline.

**Project Scope
(Continued)**

**Project Approach
(Continued)**

**Vendor Scope of
Work (Continued)**

**Additional Comments
(Continued)**

CITY OF MANHATTAN BEACH
Information Technology Request Form

IT

Fiscal Year 2016-2017
Excellent City Services

Form Purpose

This form formally introduces a new technology project for consideration by the City. The primary purpose of the form is to provide essential information that allows the IS Steering Committee to prioritize new technology requests for consideration in the budget process. Once a new technology project is approved to be recommended to the IS Steering Committee and subsequently approved by the City Manager, it will be prioritized and included in the City's IS Master Plan.

Department	Information_Technology	Project Name	ISMP - GIS Expansion
Program	GIS	Departments Involved	Information Technology
Project Manager & Ext	Leilani Emnace x5571	Account Number	100-19-052-6141
Operations Mgr & Ext	Bonnie Shrewsbury x5360	Type	Upgrade of Existing
Form Prepared By	Bonnie Shrewsbury x5360	Project Start Date	TBD
		Project End Date	TBD

Project Purpose	The Fiscal Year 2013-14 budget contained \$100,000 for the expansion of the City's Geographic Information System (GIS) as an enterprise-wide platform, as identified in the Information Systems Master Plan (ISMP). While some of the funding has already been expended for GIS enhancements, other GIS enhancements will support longer-term projects planned for the next fiscal year. These projects include GIS integration with Permitting, Document Management, Work Order Management, and Asset Management solutions. GIS will also provide future capabilities for our public safety departments, whereby GIS mapping resources may be viewed on mobile devices.
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Project Scope	
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Project Approach	
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Hardware and Software Requirements (Check all that apply)

<u>Hardware</u>	<u>Infrastructure</u>	<u>Mobile Data Plan</u>	<u>Software</u>
<input type="checkbox"/> Server	<input type="checkbox"/> Fiber	<input type="checkbox"/> 2 GB (AT&T)	<input type="checkbox"/> Network
<input type="checkbox"/> UPS	<input type="checkbox"/> Network Drop	<input type="checkbox"/> 4 GB (AT&T)	<input type="checkbox"/> Application
<input type="checkbox"/> Computer	<input type="checkbox"/> Wireless Access	<input type="checkbox"/> 5 GB (AT&T)	<input type="checkbox"/> Database
<input type="checkbox"/> Hosted	<input type="checkbox"/> Remote Connection	<input type="checkbox"/> Unlimited (others)	<input type="checkbox"/> Thick Client
<input type="checkbox"/> N/A	<input type="checkbox"/> Other	<input type="checkbox"/> Required Provider	<input type="checkbox"/> Thin Client
<input type="checkbox"/> iPad	<input type="checkbox"/> Describe Other here	<input type="checkbox"/> Input Req'd Provider here	<input type="checkbox"/> Browser Based (Explorer)
<input type="checkbox"/> Tablet			<input type="checkbox"/> Backup
<input type="checkbox"/> Other			<input type="checkbox"/> Other
<input type="checkbox"/> Describe Other here			<input type="checkbox"/> Describe Other here

CITY OF MANHATTAN BEACH
Information Technology Request Form

IT

Fiscal Year 2016-2017
Excellent City Services

Support Requirements

Page 2

Vendor Name	
Contact Name	
Contact Phone	
Contact Email	

Vendor Address	
Vendor Website	
Vendor Support Number	
Vendor Support Hours	

Vendor Scope of Work:
Initial Installation &
Ongoing (if necessary)

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Solution References

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Professional Services
References

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Maintenance Agreement (input amount below)	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	
Vendor Onsite Installation	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	
Remote Support/Connectivity Required	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	
Remote VPN Access Required	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	
System Updates	<input type="checkbox"/> Monthly	<input type="checkbox"/> Quarterly	<input type="checkbox"/> Annually	<input type="checkbox"/> Other (type right) <input type="text"/>
Administered by	<input type="checkbox"/> Vendor	<input type="checkbox"/> I.S.	<input type="checkbox"/> Operations Lead	<input type="checkbox"/> Other (type right) <input type="text"/>

Estimated Project Cost:

(Provide estimated project cost. Project cost considerations should include software, hardware, conversion, interfaces, training, etc. For assistance with estimates, visit the [IT/Procurement Intranet page](#).)

Implementation (One-Time)	<input type="text"/>	Ongoing (Annual Recurring)	<input type="text"/>
Funding Source <i>(Identify the funding source.)</i>	<input type="text"/>		

Hardware Costs (purchase of server, computer, UPS, etc.)	\$55,136.00
Infrastructure Costs (fiber, data port installation, wireless access, etc.)	
Mobile Data Plans Annual Cost	
Software Costs (server OS, backup agent, application, SQL license, etc.)	
Professional Services Costs (installation, custom programming)	
Maintenance Agreement Costs	
Vendor Support Cost	
Shipping & Handling and Sales Tax	
Total Systems / Technology Project Cost	\$55,136.00

CITY OF MANHATTAN BEACH
Information Technology Request Form

IT

Fiscal Year 2016-2017
Excellent City Services

Additional Comments	Funds remaining from Fiscal Year 2013-14 line item.
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Public Works	<i>Describe Public Works Involvement</i>
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I.S. Manager Signature Indicating Form Review _____
Date

Approved by IS Steering Committee _____
Date

Finance Signature Indicating Form Review _____
Date

APPROVAL by City Manager _____
Date

GLOSSARY OF TERMS

- Application:** Software or program
- Fiber:** Cable / infrastructure that extends the City's network
- Hosted:** Solution is hosted by vendor; application is accessed by Internet browser
- iPad:** Apple tablet product; product must be able to run on iOS (Apple's OS)
- Operations Manager/Leader:** Staff member responsible for daily and administrative operations
- OS:** Operating System, i.e. Windows XP, Windows 2003 Server
- Project Manager/Leader:** Staff member managing the project (typically a Manager or Supervisor)
- Server:** Power computer where the application will be installed
- SQL:** Microsoft SQL is a database language, i.e. SQL 2000
- Tablet:** mobile device that runs on Windows OS
- Thick Client:** Application installed on the desktop.
- Thin Client:** **Application is not installed on the desktop.**
- UPS:** Uninterruptible Power Supply; battery backup
- VPN:** Virtual Private Network; allows remote users to access resources on the City's network
- Vendor Scope of Work** - Include description of vendor's installation/implementation approach (remote access or (onsite), work activities, deliverables and timeline related to the completion of the project
- Solution References** - Reference should include agency currently using proposed solution and years/time in production
- Professional Services References** - Reference should include agencies who have used vendor's services for implementation and/or configuration of proposed solution

CITY OF MANHATTAN BEACH
Information Technology Request Form

IT

Fiscal Year 2017-2018
Excellent City Services

Form Purpose

This form formally introduces a new technology project for consideration by the City. The primary purpose of the form is to provide essential information that allows the IS Steering Committee to prioritize new technology requests for consideration in the budget process. Once a new technology project is approved to be recommended to the IS Steering Committee and subsequently approved by the City Manager, it will be prioritized and included in the City's IS Master Plan.

Department	Information_Technology	Project Name	Employee Training Center
Program	Administration	Departments Involved	IT, Purchasing, PW/Facilities
Project Manager & Ext Operations Mgr & Ext	Leilani Emnace x 5571	Account Number	605-19-051-5210
Form Prepared By	Phat Tran x 5573	Type	New Technology
	Tatyana R.-Peltekova	Project Start Date	TBD
		Project End Date	TBD

Project Purpose	City Training Center is required to accommodate staff needs for training and testing i.e. ActiveNet, Eden Financial System, Vision Internet, Microsoft Office Applications, Accela, staff development and recruitment testing. This Employee Training Center Information Technology request form is a reinstatement of originally approved and budgeted supplemental in Fiscal Year 14-15. Information Technology procured already the stationary desktops (13) dedicated for the training center. Below project scope includes additional equipment and furniture needed for the completion of the project.
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Project Scope	Training Center includes 48-inch smart TV (mounting bracket, camera, wireless keyboard) (\$2,500), Apple TV (\$217), projector(\$3000); projector ceiling mount (\$270); 121-inch write-on magnetic whiteboard projection screen (\$1,301), 20 chairs x \$505(\$10,100), 6 tables & 1 instructor for CPU with power & cable mngmt (\$15,400), corkboard (\$300), hardware, wire/cable & connectors (\$825), 12 network cables (\$107), floor cable management (\$340), surge protectors (\$156). Estimated \$6,000 professional services: TV & projector installation/ configuration, data cabling and PW/Facility room preparation. Carpet replacement \$3,000.
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Project Approach	Project scope includes as follows: - Procurement of the required hardware - Room Preparation (electrical and network floor mounts and carpet replacement) - Hardware Installation and Configuration - Testing
-------------------------	---

Hardware and Software Requirements (Check all that apply)

<u>Hardware</u>	<u>Infrastructure</u>	<u>Mobile Data Plan</u>	<u>Software</u>
<input type="checkbox"/> Server	<input type="checkbox"/> Fiber	<input type="checkbox"/> 2 GB (AT&T)	<input type="checkbox"/> Network
<input type="checkbox"/> UPS	<input type="checkbox"/> Network Drop	<input type="checkbox"/> 4 GB (AT&T)	<input type="checkbox"/> Application
<input type="checkbox"/> Computer	<input type="checkbox"/> Wireless Access	<input type="checkbox"/> 5 GB (AT&T)	<input type="checkbox"/> Database
<input type="checkbox"/> Hosted	<input type="checkbox"/> Remote Connection	<input type="checkbox"/> Unlimited (others)	<input type="checkbox"/> Thick Client
<input type="checkbox"/> N/A	<input type="checkbox"/> Other	<input type="checkbox"/> Required Provider	<input type="checkbox"/> Thin Client
<input type="checkbox"/> iPad	<input type="checkbox"/> Describe Other here	<input type="checkbox"/> Input Req'd Provider here	<input type="checkbox"/> Browser Based (Explorer)
<input type="checkbox"/> Tablet			<input type="checkbox"/> Backup
<input checked="" type="checkbox"/> Other			<input type="checkbox"/> Other
<input type="checkbox"/> projector and screen			<input type="checkbox"/> Describe Other here

CITY OF MANHATTAN BEACH
Information Technology Request Form

IT

Fiscal Year 2017-2018
Excellent City Services

Support Requirements

Page 2

Vendor Name	Audio-Video Vendor	Vendor Address	
Contact Name		Vendor Website	
Contact Phone		Vendor Support Number	
Contact Email		Vendor Support Hours	

Vendor Scope of Work: *Include description of vendor's installation/implementation approach, work activities, deliverables and timeline related to the completion of the project. For additional room continue on 'FORM (2)'*

Initial Installation & Ongoing (if necessary)

Solution References *Include agencies currently using proposed solution and years/time in production*

Professional Services References *Include agencies who have used vendor's services for implementation and/or configuration of proposed solution*

Maintenance Agreement (input amount below)	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A		
Vendor Onsite Installation	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A		
Remote Support/Connectivity Required	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A		
Remote VPN Access Required	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A		
System Updates	<input type="checkbox"/> Monthly	<input type="checkbox"/> Quarterly	<input type="checkbox"/> Annually	<input type="checkbox"/> Other (type right)	
Administered by	<input type="checkbox"/> Vendor	<input type="checkbox"/> I.S.	<input type="checkbox"/> Operations Lead	<input type="checkbox"/> Other (type right)	

Estimated Project Cost:

(Provide estimated project cost. Project cost considerations should include software, hardware, conversion, interfaces, training, etc. For assistance with estimates, visit the [IT/Procurement Intranet page](#).)

Implementation (One-Time)	9000	Ongoing (Annual Recurring)	
Funding Source	605-19-051-5210		

(Identify the funding source.)

Hardware Costs (purchase of server, computer, UPS, etc.)	\$34,516.00
Infrastructure Costs (fiber, data port installation, wireless access, etc.)	3,000.00
Mobile Data Plans Annual Cost	
Software Costs (server OS, backup agent, application, SQL license, etc.)	
Professional Services Costs (installation, custom programming)	6,000.00
Maintenance Agreement Costs	
Vendor Support Cost	
Shipping & Handling and Sales Tax	
Total Systems / Technology Project Cost	\$43,516.00

CITY OF MANHATTAN BEACH
Information Technology Request Form

IT

Fiscal Year 2017-2018
Excellent City Services

Additional Comments	Estimated \$6,000 professional services for TV and projector installation/configuration, data cabling and Public Works/Facility room preparation. Carpet replacement projected cost is \$3,000.
----------------------------	--

Public Works	<i>Describe Public Works Involvement</i>
---------------------	--

I.S. Manager Signature Indicating Form Review _____

Date

Approved by IS Steering Committee _____

Date

Finance Signature Indicating Form Review _____

Date

APPROVAL by City Manager _____

Date

GLOSSARY OF TERMS

Application: Software or program

Fiber: Cable / infrastructure that extends the City's network

Hosted: Solution is hosted by vendor; application is accessed by Internet browser

iPad: Apple tablet product; product must be able to run on iOS (Apple's OS)

Operations Manager/Leader: Staff member responsible for daily and administrative operations

OS: Operating System, i.e. Windows XP, Windows 2003 Server

Project Manager/Leader: Staff member managing the project (typically a Manager or Supervisor)

Server: Power computer where the application will be installed

SQL: Microsoft SQL is a database language, i.e. SQL 2000

Tablet: mobile device that runs on Windows OS

Thick Client: Application installed on the desktop.

Thin Client: **Application is not installed on the desktop.**

UPS: Uninterruptible Power Supply; battery backup

VPN: Virtual Private Network; allows remote users to access resources on the City's network

Vendor Scope of Work - Include description of vendor's installation/implementation approach (remote access or (onsite), work activities, deliverables and timeline related to the completion of the project

Solution References - Reference should include agency currently using proposed solution and years/time in production

Professional Services References - Reference should include agencies who have used vendor's services for implementation and/or configuration of proposed solution

CITY OF MANHATTAN BEACH
Information Technology Request Form

IT

Fiscal Year 2016-2017
Excellent City Services

Form Purpose

This form formally introduces a new technology project for consideration by the City. The primary purpose of the form is to provide essential information that allows the IS Steering Committee to prioritize new technology requests for consideration in the budget process. Once a new technology project is approved to be recommended to the IS Steering Committee and subsequently approved by the City Manager, it will be prioritized and included in the City's IS Master Plan.

Department	Information_Technology	Project Name	Carryover: Data Encryption - AB1149
Program	Administration	Departments Involved	IT, Purchasing
Project Manager & Ext Operations Mgr & Ext	Leilani Emnace x 5571	Account Number	605-19-051-6141
Form Prepared By	Tatyana R.-Peltekova	Type	New Technology
		Project Start Date	TBD
		Project End Date	TBD

Project Purpose	Network security solution for AB1149 compliance. AB1149 requires agencies to monitor or encrypt data. In Fiscal Year 2015-2016, Information Technology has utilized about \$50,000 (\$49,971.76) for the procurement and implementation of LogRhythm network activity monitoring solution for advanced threat detection and analytics. Carry forward amount is \$50,000 for purchasing various tools for layered security.
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Project Scope	<i>Identify the work to be performed, the business functions that will be impacted, and any project boundaries. For additional room continue on 'FORM (2)'</i>
----------------------	--

Project Approach	<i>Discuss the general strategy and approach for completing the project – how will the work get done? The Project Approach should identify high-level roles and responsibilities for City staff, consultants, and technology vendors. For additional room continue on 'FORM (2)'</i>
-------------------------	--

Hardware and Software Requirements (Check all that apply)

<u>Hardware</u>	<u>Infrastructure</u>	<u>Mobile Data Plan</u>	<u>Software</u>
<input type="checkbox"/> Server	<input type="checkbox"/> Fiber	<input type="checkbox"/> 2 GB (AT&T)	<input type="checkbox"/> Network
<input type="checkbox"/> UPS	<input type="checkbox"/> Network Drop	<input type="checkbox"/> 4 GB (AT&T)	<input type="checkbox"/> Application
<input type="checkbox"/> Computer	<input type="checkbox"/> Wireless Access	<input type="checkbox"/> 5 GB (AT&T)	<input type="checkbox"/> Database
<input type="checkbox"/> Hosted	<input type="checkbox"/> Remote Connection	<input type="checkbox"/> Unlimited (others)	<input type="checkbox"/> Thick Client
<input type="checkbox"/> N/A	<input type="checkbox"/> Other	<input type="checkbox"/> Required Provider	<input type="checkbox"/> Thin Client
<input type="checkbox"/> iPad	<input type="checkbox"/> Describe Other here	<input type="checkbox"/> Input Req'd Provider here	<input type="checkbox"/> Browser Based (Explorer)
<input type="checkbox"/> Tablet			<input type="checkbox"/> Backup
<input type="checkbox"/> Other			<input type="checkbox"/> Other
<input type="checkbox"/> Describe Other here			<input type="checkbox"/> Describe Other here

CITY OF MANHATTAN BEACH
Information Technology Request Form

IT

Fiscal Year 2016-2017
Excellent City Services

Support Requirements

Page 2

Vendor Name	TBD	Vendor Address	
Contact Name		Vendor Website	
Contact Phone		Vendor Support Number	
Contact Email		Vendor Support Hours	

Vendor Scope of Work: Initial Installation & Ongoing (if necessary) *Include description of vendor's installation/implementation approach, work activities, deliverables and timeline related to the completion of the project. For additional room continue on 'FORM (2)'*

Solution References *Include agencies currently using proposed solution and years/time in production*

Professional Services References *Include agencies who have used vendor's services for implementation and/or configuration of proposed solution*

Maintenance Agreement (input amount below)	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	
Vendor Onsite Installation	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	
Remote Support/Connectivity Required	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	
Remote VPN Access Required	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	
System Updates	<input type="checkbox"/> Monthly	<input type="checkbox"/> Quarterly	<input type="checkbox"/> Annually	<input type="checkbox"/> Other (type right) <input type="text"/>
Administered by	<input type="checkbox"/> Vendor	<input type="checkbox"/> I.S.	<input type="checkbox"/> Operations Lead	<input type="checkbox"/> Other (type right) <input type="text"/>

Estimated Project Cost:

(Provide estimated project cost. Project cost considerations should include software, hardware, conversion, interfaces, training, etc. For assistance with estimates, visit the [IT/Procurement Intranet page](#).)

Implementation (One-Time)	<input type="text"/>	Ongoing (Annual Recurring)	<input type="text"/>
Funding Source <i>(Identify the funding source.)</i>	<input type="text"/>		

Hardware Costs (purchase of server, computer, UPS, etc.)	\$50,000.00
Infrastructure Costs (fiber, data port installation, wireless access, etc.)	
Mobile Data Plans Annual Cost	
Software Costs (server OS, backup agent, application, SQL license, etc.)	
Professional Services Costs (installation, custom programming)	
Maintenance Agreement Costs	
Vendor Support Cost	
Shipping & Handling and Sales Tax	
Total Systems / Technology Project Cost	\$50,000.00

CITY OF MANHATTAN BEACH
Information Technology Request Form

IT

Fiscal Year 2016-2017
Excellent City Services

Page 3

Additional Comments	<i>For additional room continue on 'FORM (2)'</i>
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Public Works	<i>Describe Public Works Involvement</i>
---------------------	--

I.S. Manager Signature Indicating Form Review _____
Date

Approved by IS Steering Committee _____
Date

Finance Signature Indicating Form Review _____
Date

APPROVAL by City Manager _____
Date

GLOSSARY OF TERMS

Application: Software or program

Fiber: Cable / infrastructure that extends the City's network

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Thin Client: **Application is not installed on the desktop.**

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Vendor Scope of Work - Include description of vendor's installation/implementation approach (remote access or (onsite), work activities, deliverables and timeline related to the completion of the project

Solution References - Reference should include agency currently using proposed solution and years/time in production

Professional Services References - Reference should include agencies who have used vendor's services for implementation and/or configuration of proposed solution

CITY OF MANHATTAN BEACH
Information Technology Request Form

IT

Fiscal Year 2016-2017
Excellent City Services

Form Purpose

This form formally introduces a new technology project for consideration by the City. The primary purpose of the form is to provide essential information that allows the IS Steering Committee to prioritize new technology requests for consideration in the budget process. Once a new technology project is approved to be recommended to the IS Steering Committee and subsequently approved by the City Manager, it will be prioritized and included in the City's IS Master Plan.

Department	Information_Technology	Project Name	Carryover - WAN Expansion
Program	Administration	Departments Involved	IT, Purchasing, Legal
Project Manager & Ext Operations Mgr & Ext	Leilani Emnace x 5571	Account Number	605-19-051-6141
Form Prepared By	Tatyana R.-Peltekova	Type	New Technology
		Project Start Date	TBD
		Project End Date	TBD

Project Purpose	Information System Master Plan (ISMP) project for Wide Area Network (WAN) Expansion for network redundancy and scalability at various City locations. Balance of \$273,000 is carried forward for next fiscal year.
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Project Scope	<i>Identify the work to be performed, the business functions that will be impacted, and any project boundaries. For additional room continue on 'FORM (2)'</i>
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Project Approach	<i>Discuss the general strategy and approach for completing the project – how will the work get done? The Project Approach should identify high-level roles and responsibilities for City staff, consultants, and technology vendors. For additional room continue on 'FORM (2)'</i>
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Hardware and Software Requirements (Check all that apply)

<u>Hardware</u>	<u>Infrastructure</u>	<u>Mobile Data Plan</u>	<u>Software</u>
<input type="checkbox"/> Server	<input type="checkbox"/> Fiber	<input type="checkbox"/> 2 GB (AT&T)	<input type="checkbox"/> Network
<input type="checkbox"/> UPS	<input type="checkbox"/> Network Drop	<input type="checkbox"/> 4 GB (AT&T)	<input type="checkbox"/> Application
<input type="checkbox"/> Computer	<input type="checkbox"/> Wireless Access	<input type="checkbox"/> 5 GB (AT&T)	<input type="checkbox"/> Database
<input type="checkbox"/> Hosted	<input type="checkbox"/> Remote Connection	<input type="checkbox"/> Unlimited (others)	<input type="checkbox"/> Thick Client
<input type="checkbox"/> N/A	<input type="checkbox"/> Other	<input type="checkbox"/> Required Provider	<input type="checkbox"/> Thin Client
<input type="checkbox"/> iPad	<input type="checkbox"/> Describe Other here	<input type="checkbox"/> Input Req'd Provider here	<input type="checkbox"/> Browser Based (Explorer)
<input type="checkbox"/> Tablet			<input type="checkbox"/> Backup
<input type="checkbox"/> Other			<input type="checkbox"/> Other
<input type="checkbox"/> Describe Other here			<input type="checkbox"/> Describe Other here

CITY OF MANHATTAN BEACH
Information Technology Request Form

IT

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Support Requirements

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Vendor Name	TBD	Vendor Address	
Contact Name		Vendor Website	
Contact Phone		Vendor Support Number	
Contact Email		Vendor Support Hours	

Vendor Scope of Work: Initial Installation & Ongoing (if necessary) *Include description of vendor's installation/implementation approach, work activities, deliverables and timeline related to the completion of the project. For additional room continue on 'FORM (2)'*

Solution References *Include agencies currently using proposed solution and years/time in production*

Professional Services References *Include agencies who have used vendor's services for implementation and/or configuration of proposed solution*

Maintenance Agreement (input amount below)	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
Vendor Onsite Installation	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
Remote Support/Connectivity Required	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
Remote VPN Access Required	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
System Updates Administered by	<input type="checkbox"/> Monthly	<input type="checkbox"/> Quarterly	<input type="checkbox"/> Annually
	<input type="checkbox"/> Vendor	<input type="checkbox"/> I.S.	<input type="checkbox"/> Operations Lead
			<input type="checkbox"/> Other (type right)
			<input type="checkbox"/> Other (type right)

Estimated Project Cost:

(Provide estimated project cost. Project cost considerations should include software, hardware, conversion, interfaces, training, etc. For assistance with estimates, visit the [IT/Procurement Intranet page](#).)

Implementation (One-Time)		Ongoing (Annual Recurring)	
Funding Source <i>(Identify the funding source.)</i>	605-19-051-6141		

Hardware Costs (purchase of server, computer, UPS, etc.)	\$273,000.00
Infrastructure Costs (fiber, data port installation, wireless access, etc.)	
Mobile Data Plans Annual Cost	
Software Costs (server OS, backup agent, application, SQL license, etc.)	
Professional Services Costs (installation, custom programming)	
Maintenance Agreement Costs	
Vendor Support Cost	
Shipping & Handling and Sales Tax	
Total Systems / Technology Project Cost	\$273,000.00

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Additional Comments	<i>For additional room continue on 'FORM (2)'</i>
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Public Works	<i>Describe Public Works Involvement</i>
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I.S. Manager Signature Indicating Form Review _____
Date

Approved by IS Steering Committee _____
Date

Finance Signature Indicating Form Review _____
Date

APPROVAL by City Manager _____
Date

GLOSSARY OF TERMS

Application: Software or program

Fiber: Cable / infrastructure that extends the City's network

Hosted: Solution is hosted by vendor; application is accessed by Internet browser

iPad: Apple tablet product; product must be able to run on iOS (Apple's OS)

Operations Manager/Leader: Staff member responsible for daily and administrative operations

OS: Operating System, i.e. Windows XP, Windows 2003 Server

Project Manager/Leader: Staff member managing the project (typically a Manager or Supervisor)

Server: Power computer where the application will be installed

SQL: Microsoft SQL is a database language, i.e. SQL 2000

Tablet: mobile device that runs on Windows OS

Thick Client: Application installed on the desktop.

Thin Client: **Application is not installed on the desktop.**

UPS: Uninterruptible Power Supply; battery backup

VPN: Virtual Private Network; allows remote users to access resources on the City's network

Vendor Scope of Work - Include description of vendor's installation/implementation approach (remote access or (onsite), work activities, deliverables and timeline related to the completion of the project

Solution References - Reference should include agency currently using proposed solution and years/time in production

Professional Services References - Reference should include agencies who have used vendor's services for implementation and/or configuration of proposed solution