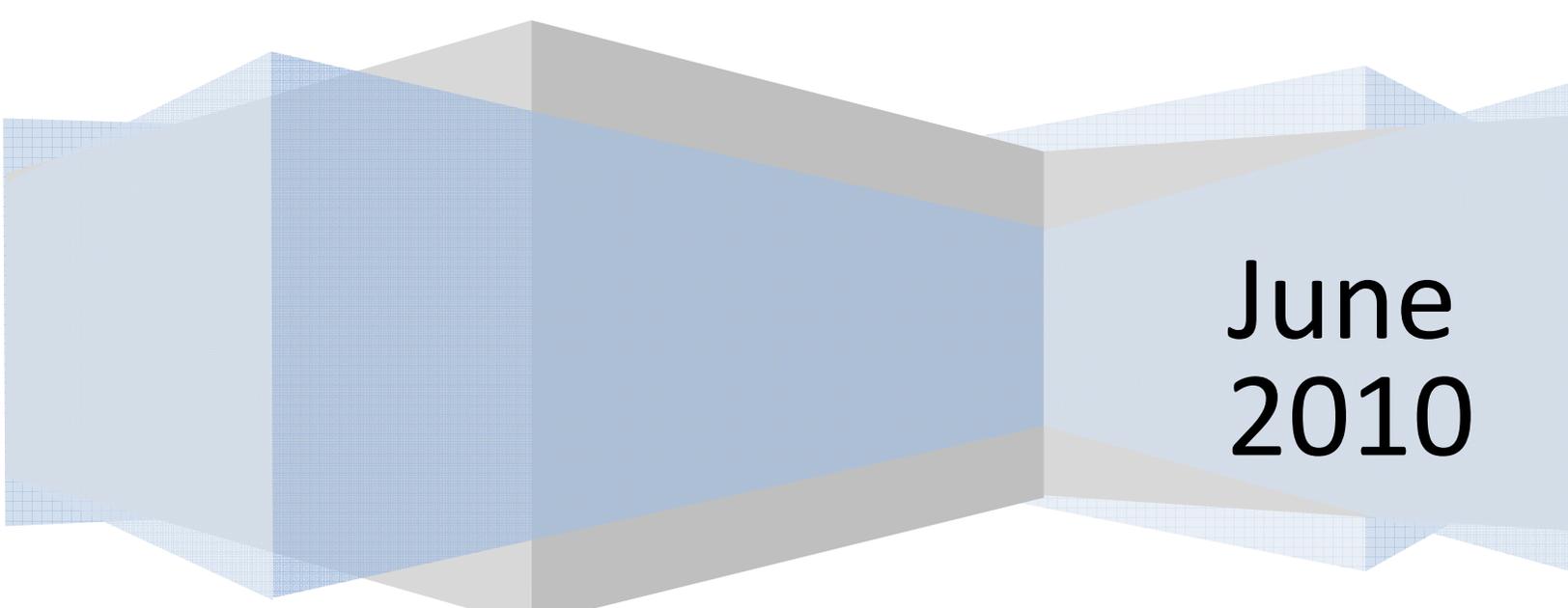


Informatics

Monthly Operating Letter

City of Westfield



**June
2010**

Informatics Monthly Report – June 2010

Technical Services

- Helpdesk
 - 187 tickets created in June
 - 163 tickets resolved
 - 16 are invalid/duplicate
 - 5 are currently in progress
 - 3 have not been started
 - **See Attached - Figure 1 for breakdown based on tickets created per department**
 - 1 ticket from Police LSP resolved
 - 1 ticket from Fire LSP resolved
- *Technical Operations Projects created in June – (current status)*
 - CD Large Format Scanner - **IN PRODUCTION**
 - Received scanner 6/18/2010. Installed all necessary software pre- Cannon visit. Scheduled to install, train, & implement on Friday 06/18/10 at 10:00 am.
 - Serenic NAV & Progressive Solutions Installation
 - Installed Serenic NAV and PSI's Utility Explorer on corresponding Clerk Treasurer and Customer Service Desktops
 - Quote for Laptop - **PROPOSED**
 - Obtaining a quote for a stronger laptop that will be able to use the programs GIS requires – likely to be procured and initiated in 2011.

Professional Services

- **Field Services**
 - **Tim located 608 tickets**
- **GIS**
 - Leane attended the Indiana Digital Government Summit as a board member representative
 - Leane attended the Indiana Geographic Information Council Board Meeting as a board member representing Utility Sector
 - Leane attended the HAMPAs meeting with Melody Jones, Scott Jordon and Derrick Cash for the emergency trail markers presentation.
 - Leane attended and successfully updated, Risk Assessment Information with the City of Noblesville.
 - Leane presented to the All board – [cost savings KPI's](#).
 - Created the following maps:
 - Horseshoe – For Engineering
 - Power Poles in downtown Westfield – For Community Development
 - Revised the Alternate Transportation Plan – For Parks
 - Tree Inventory – Parks Department
 - Westfield In Bloom Registrants – Parks Department

- Created the following Drawings:
 - 100601_Midland topo points – For Engineering
- *Sponsored Projects summary for June:*
 - 3 created
 - 19 modified
 - 4 in production

HIGHLIGHTED PROJECTS:

- *Sponsored Projects – **created** in June*
 - Line Striping 2010
 - Engineering requested a Google web map to show the progress of the line striping whereby Rob updates daily based on reports submitted by Line Striping contractor.
 - Tree Inventory from 2000
 - Leane is getting Jeremy information on tree inventory in Westfield from 2000
- *Sponsored Projects – **modified** in June*
 - Westfield Youth Assistance Program
 - [Derek Todd](#) 🟢 (6/7/2010 8:48 AM): Changed the website to remove the current sign up form and replaced the button and link with a formstack form - including all information Jeanie from LOL would usually call mentor about. Sent Jeanine, Cindy, and Tricia email explaining what i did. Waiting to hear back if it will satisfy their needs.
 - Monthly/Annual Operating Letter
 - [Leane Welsh](#) 🟡 (6/4/2010 1:45 PM): Met on 5/28/10 where the cost savings was combined into one site for each department. Continued progress on Melody's Parks and Trails KPI's. Met with Kurt about potential KPI's moving forward for PW.
 - City Website
 - [Derek Todd](#) 🟢 (6/7/2010 8:50 AM): Carrie and I are meeting with directors this week to get them on board with the new website as well as weed out un-needed or dated information for the Egov transfer of data.
 - HR One
 - [Leane Welsh](#) 🟡 (6/9/2010 7:58 AM): From 6/7 Diana would like us to turn off the workflow for changes to HRONE when they add the Emergency Contacts and she will let me know when. They would like a forms link added from marked up document. I showed her the admin monthly operating site.
- *Sponsored Projects – **In Production** in June*
 - YAP mobile computing
 - Freedom Trail staked with cut/fill
 - Trail Gap Analysis - Melody would like to create a data set to show the trails that fail to exist around each subdivision...a trail gap analysis. This will be used to create

maps to apply for grants to gain funds to build the trail connections that currently do not exist.

- Motivation Quote Posters for Police

Fiscal Responsibility:

- Avoidance – \$14,518
 - Leane received a free copy of ArcEditor for her laptop because she is enrolled at Penn State - \$6,300.
 - The HR printer was replaced under warranty. Re-negotiated to have this replaced on last day of warranty - \$600.
 - Govconnection – unused product returned - \$118.
 - We are able to use fire's already existing xr-1 GoBooks and purchased an office dock for \$215.00 rather than purchasing each replacement desktop at a cost of \$750.00. So total cost avoidance for the city - \$7,500.00
- Innovation - \$4,850
 - Assisted police in purchasing GoBook docks for officers to use road computers as mobile workstations while in the office. 9 desktop computers were taken out and avoids needing to be purchased at \$750 each - \$4,850.
- Research/Quotes – \$20,245.16
 - Evaluated options for Information Device inventory. By implementing the beta version of System Center Configuration Manager - we won't have to spend any money until TRM is available next year - \$17,987.96
 - Annual Maintenance agreement with ESRI for Arc licenses. GIS (Brent, Derek, and Leane) in combination with E. Becker, J. Miller, and others conducted due diligence to adjust the total # of concurrent user and single-use licenses wherever necessary - \$1,700 saved.
 - Batteries – \$557.20 – batteries for GPS Trimble Units. Saved by purchasing in bulk and from battery specialty shop as opposed to Trimble directly.

Figure 1.

