

PROJECT ACTION PLAN

This Project Action Plan is intended as a tool for planning and monitoring how management staff will achieve the goals and objectives set by the City Council in the 2020-2022 Strategic Workplan. Management staff will complete this form for each Council project, it will be updated periodically and shared during scheduled Council department reports. This information is public, posted on the city's website and used to ensure accountability and share with our community .

Lead Department:	Admin - Matt Brown - mbrown@ci.st-helens.or.us
City Council Goal / Tactic:	Goal 5 – Maintain Reserves for Major Equipment Replacement
Project Summary:	IT Infrastructure of City Operations
Estimated Completion:	June 2021

ACTION PLAN

1. Background of Project:

- As of May 2020, the City chose to move away from Centerlogic IT Services after 10+ years of IT service to the City. Local company, MorePower, was selected as the new IT Service company. The City recently went through an IT event that shows potential vulnerabilities throughout the City, so the IT Department within the City of St. Helens along with MorePower will begin a rebuild of the IT Infrastructure.

2. Current Status of Project:

- Internal IT staff is working daily with MorePower on replacements of computers, servers, cloud infrastructure, email domain server updates, website domain updates, and additional IT services as needed

3. Strategic Steps to Accomplish Project:

- Computer replacement schedule will be updated by end of June 2022 with maximum 5-year replacement schedules for computers/equipment. This is funded through internal charges.
- Next big IT changeover is the new email server domain and email address change for city employees.
- WIFI equipment replacement around City Hall and other facilities will begin in July.
- New IT policies and procedures are being written by internal IT and MorePower. These policies will be reviewed by CIS Insurance, Department Managers then approved by City Council and signed off by each employee as a condition of employment.

4. Estimated Cost of Project:

- Many of the costs will be incurred in the first year as new equipment that was once leased from Centerlogic is purchased new and setup time for new processes and policies are put into place. The costs will go towards needed equipment replacement, cloud infrastructure, wireless hardware, and other variable equipment/software purchases.

5. Barriers to Complete:

- As we continue the rebuild process through this fiscal year, the City may need to incur IT expenses that were unplanned. If any expenses are larger than anticipated, staff will communicate to City Council along with financing options available through internal charges to affected departments.