

Information Services Policy Committee

Thursday, September 13, 2018, 1:30 PM

Room 214, City County Building

Meeting Agenda

- Open Meetings Act information

- Public comment

- Approval of August 9, 2018 minutes

- Information Services fund balance status

- Administration topics
 - HR/Payroll status update; Enterprise Project charter update
 - CJIS status update
 - Standardization – Advisory Group membership
 - September/October – Information Security policy adoption
 - Move status

- Systems Development status reports

- Network and Infrastructure status reports

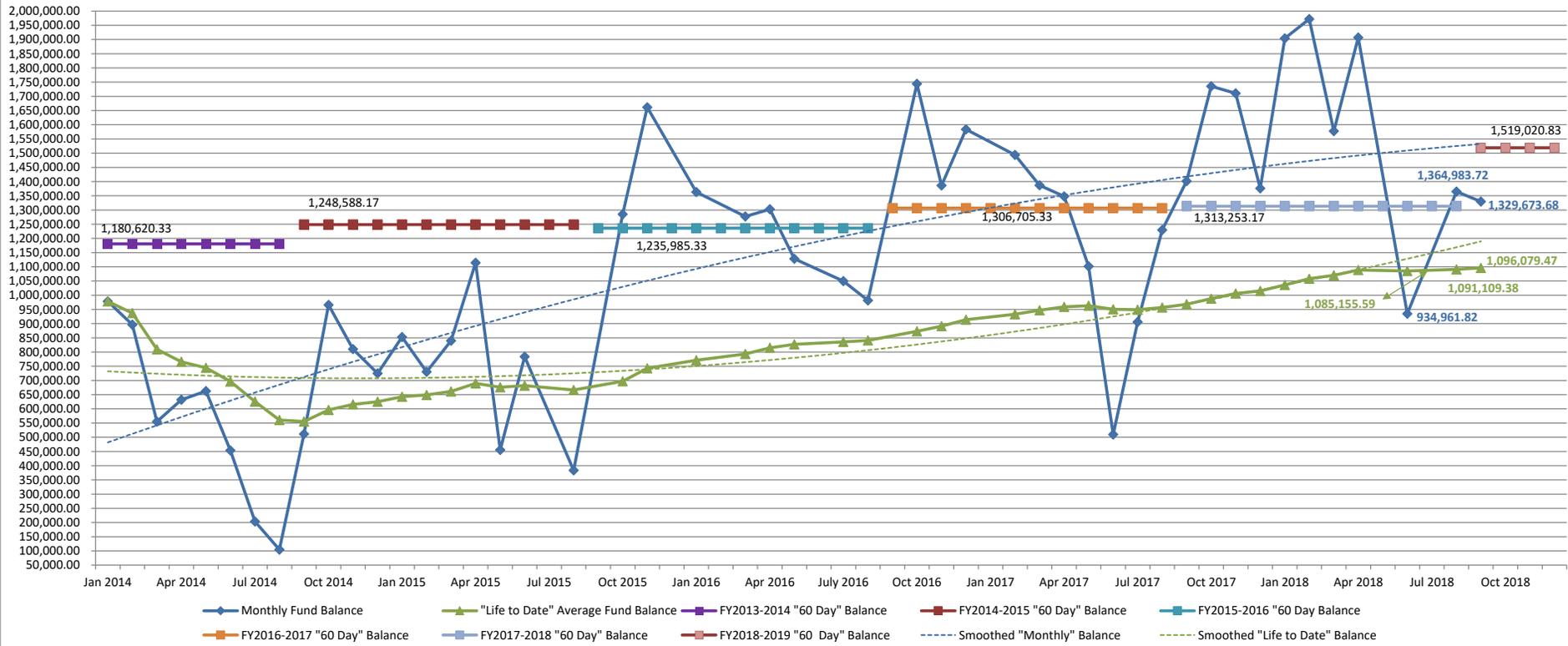
- GIS status reports

- Adjourn

ACCOMMODATION NOTICE

The City of Lincoln complies with Title VI of the Civil Rights Act of 1964 and Section 504 of the Rehabilitation Act of 1973 guidelines. Ensuring the public's access to and participating in public meetings is a priority for the City of Lincoln. In the event you are in need of a reasonable accommodation in order to attend or participate in a public meeting conducted by the City of Lincoln, please contact the Director of Equity and Diversity, Lincoln Commission on Human Rights, at (402) 441-7624 as soon as possible before the scheduled meeting date in order to make your request.

Information Services Fund Balance - January, 2014 to Present



ISPC Project Charter

Project Title: HR/Payroll System Modernization Project

Project Owner: Brandon Kauffman / Doug McDaniel

Project Start Date: 07/01/2018

Projected Finish Date: 07/31/2019

Budget Information: Current budgeted amounts are \$300,000 by the county and \$390,000 by the city. Should additional funds be needed, they will be requested via a Change Order process.

Project Manager: Skip Philson

Project Objectives: The objective of this project is a modernization of the current mainframe-based Tesseract HR/Payroll system. An earlier evaluation phase selected the Oracle Fusion Human Capital Management (HCM) application as the product of choice. Denovo was selected as the implementation partner. The Oracle Fusion HCM system is a cloud-based (SaaS) solution. The Scope of Denovo's assistance will include the following functionality (as defined in the Denovo Statement of Work dated April 25, 2018):

Core Implementation: Denovo will assist Customer to install, configure and test the standard functionality contained in the Oracle Cloud ERP applications utilizing the following Oracle Modern Best Practice Business Flows, Functions, and Applications contained in the Oracle Cloud HCM and Cloud Payroll services:

Human Capital Management

- Core HR
- Benefits to Payroll
- Workforce Management
 - Time and Labor
 - Absence Management

Payroll Flows

- Payroll to Payment
 - Termination to Payroll
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Approach:

The following Methodology will be used to accomplish the project objectives.

- Planning – This stage is used to execute project planning, complete initial software installation and execute business strategy workshops.
 - Design – This stage is used to execute activities required to complete the design of the solution. At the end of this stage the design of the solution will be materially complete.
 - Build – The Build stage is used to execute the activities required to configure, execute development tasks, conduct project team training, conduct initial unit testing, and workshops to prepare for the Test stage.
 - Test – This stage focuses on executing a series of integrated testing cycles to ensure the solution meets the requirements of the business and the organization is prepared for go-live.
 - Deploy – The Deploy stage focuses on preparing and executing the project go-live.
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Roles and Responsibilities:

Name	Title	Role
Skip Philson	City/County Project Manager	Project Management
Steve Henderson	City/County CIO	Steering Committee

Brandon Kauffman	City Finance Director	Steering Committee (Co-Sponsor)
Doug McDaniel	City/County HR Director	Steering Committee (Co-Sponsor)
Dan Nolte	County Clerk	Steering Committee
Dennis Meyer	County Budget and Fiscal Director	Steering Committee
Tim Genuchi	County Clerk Accountant	Steering Committee
Dale Wenzl	Systems Analyst/Programmer	Business Process Owner
Madalyn Popken	Payroll Administrator	Subject Matter Expert
Michele Maly	Payroll Specialist	Subject Matter Expert
Tim Genuchi	City Clerk Accountant	Subject Matter Expert
Bill Shuster	Payroll Specialist	Subject Matter Expert
Karen Eurich	HR Operations Specialist	Subject Matter Expert
Dale Wenzl	Systems Analyst/Programmer	Developer
Chad Peters	Systems Analyst/Programmer	Developer
Craig Gifford	Tech Support/Operations Coordinator	Business Process Owner [Technical] (Interim)
Joyce Davidson	Systems Project Supervisor	Business Process Owner (Applications)
Jeff Ideus	Enterprise Systems Administrator	Tech Support/Security/Network
Robin Mulder	Technology Support Supervisor	Tech Support/Desktop
Peggy Tharnish	City Controller	Subject Matter Expert
Amzi Avila	Human Resources Generalist	Subject Matter Expert
Denovo Name	Title	Role
Paula LaPointe	Sr. Project Manager	Project manager
Raminder Sohal	Sr. Business Analyst - Lead	HCM/Payroll-CLOUD Business Analyst
Shamshuddin Thakker	Sr. Business Analyst - Lead	HCM/Payroll-CLOUD Business Analyst
Diane Bunch	Sr. Business Analyst- JDE	HCM/Payroll-JDE Business Analyst

Risks:

- Difficulty allocating staff time to project because of daily work requirements.
 - Required functionality not clearly communicated to vendors or clearly understood by vendors.
 - Inability of vendors to deliver required functionality.
 - Potential significant changes to business processes.
 - Resistance to the cultural change associated with replacement of an established, legacy system.
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INTER-OFFICE MEMO

TO: Information Services Policy Committee
FROM: Jim Anderson, Systems Coordinator, Information Services
DATE: September 13th, 2018
SUBJECT: Monthly Report

SYSTEMS DEVELOPMENT PROJECTS

1. Information Security

Web application firewall training September 5th – 7th.

Application security requirements.

- General Assistance: 95% complete.
- Jury Management: 72% complete.

2. Civic Platform

Provided all requested information for cloud hosting cost estimate.

3. Development Projects

HP Records Manager custom application:

- Upgraded application to latest SDK.

General Assistance refund requests:

- Secure refunds from outside counties when clients are found to be Medicaid eligible.

HR/Payroll migration:

- Business requirements analysis.
- Integration options.

INTER-OFFICE MEMO

TO: Information Services Policy Committee
FROM: Craig Gifford, Technical Support/Operations Coordinator, Information Services
DATE: September 13, 2018
SUBJECT: Monthly Report

ENTERPRISE SERVICES PROJECTS

VoIP Upgrade

VoIP backend server and software systems will be upgraded in July to vStack V7. Implementation is scheduled for Friday, September 21st.

VoIP Telecom trunks will be changed to SIP from T1 ISDN after hardware/software upgrade completion.

Exchange Email Backend Upgrade

Information Services has moved its mailboxes to Exchange Online Cloud. Testing is being performed and issues being resolved to prepare for moving all email mailboxes to Microsoft Cloud Government Edition.

Enable Modern Authentication "OAUTH" functionality in Exchange System.

Determine and configure retention policies for new environment.

Office 365

True-Up and Reconciliation of O365 Licenses with Microsoft.

Network Services

Restructuring and updating network configurations with State OCIO.

OnBase Servers are being moved to State OCIO Domain with authentication implemented through City/County Enterprise Security ADFS.

Implement network monitor for the Elections network.

Windows 10 Update

Windows Patching is being updated to Windows 10 processes and control.

MEMORANDUM

To: I.S.P.C. Chair
From: Jeff McReynolds, GIS Program Manager
Date: September 13, 2018
Subject: GIS Report to I.S.P.C

Ongoing GIS Efforts

- Flooded Roads in EOC
 - Coordinated GIS efforts within the Emergency Operations Center during the flood event over the Labor Day holiday
- GIS Viewer\Development Viewer
 - Official release for the GIS Viewer & Development Viewer
 - Answering public questions
 - Assessor's Office & Planning have both done public training sessions
 - Considering the ability to create a 'YouTube Channel' for public training of how to use the GIS Viewer & Development Viewer
- Snow Operations
 - Continue work on 'in-cab' GIS mapping tools for snow plow drivers to see their routes, and see where they have been.
 - The above effort will also allow for the creation of a public facing web map which represents the status of the city-wide plowing efforts.
- Zip Codes
 - Coordinating between City of Lincoln, USPS (Lincoln), and potentially USPS (Federal) on zip code boundary updates
- Data move (Pub_Parcels)
 - Beginning process to migrate data from old infrastructure to new infrastructure, which means training staff on locations of data, and coordinating the move of this data.
 - Included in this is the use of these datasets within business systems such as Accela.
- Public Service Commission
 - Participated in the RFP review for 911 data submission for the State of NE
 - Narrowed selection to 3, which will be interviewed on Sept. 27
- Public Works – Decision Lens
 - Continue working with Public Works staff on GIS integration for a tool to allow “smart
- Water Quality Mapping
 - Working with PWU\Water to connect their water quality testing database to GIS to better visualize testing efforts, both current and historic.