

BUDGET, INVESTMENT & TECHNOLOGY COMMISSION MINUTES
WEDNESDAY, FEBRUARY 23, 2022 – 4:00 PM
ANAHEIM CITY HALL

MEMBERS PRESENT: Rajesh Arora, Paul Dallura, Jorge Gavino, Leonard Lahtinen,
John Noteboom, Rory Zaks

MEMBERS ABSENT: Christopher Nguyen

STAFF PRESENT: Debbie Moreno, Jean Ibalio, D'Anne Lee, Tania White,
Charlene Alfaro, Marnie Hunter

CALL TO ORDER

The meeting was called to order at 4:04 p.m.

PUBLIC COMMENTS

None

APPROVAL OF MINUTES FOR JANUARY 26, 2022

Commissioner Dallura made a motion to approve the January 26, 2022 minutes. The motion was seconded by Commissioner Lahtinen. 6 Ayes; 0 Nays; 0 Abstentions

IT UPDATE

Deputy Finance Director Jean Ibalio presented the Commission with an overview of Information Services which is comprised of 5 different service towers, they are: Infrastructure, Applications, Workplace Services, Geographical Information Systems (GIS) and, IT Project Management Office. The IT Division supports 15 Departments, over 2,500 end-user devices, and more than 60 sites. The division's operations run 24/7/365 with approximately 650 servers and 230 applications. Jean shared operations statistics covering average tickets processed and response times. Ms. Ibalio talked about annual plans and deliverables including the following: Technology Refresh Plan, Cybersecurity Plan, Innovative Product and Services Report, Disaster Recovery Plan, and the Fiscal Year Budget and Annual Execution Plan. For staff, the most visible aspect of the IT Division is likely the IT Project Management Office which serves as City Departments' single point of contact for IT project requests. Jean shared a current pipeline of projects categorized by: public services enhancements, critical infrastructure maintenance, environment security, required version maintenance, and efficiencies in operations. In 2020 twenty-eight projects were closed, twenty-four were closed in 2021 and there are currently 41 projects in the queue. Examples of some recently completed projects are: the informational web page surrounding Coronavirus, Anaheim Next (permitting/planning software allowing for online services), Emergency Rental Assistance Program (stemmed as a result of the Covid era), and ePlanSoft (electronic plan check software being used by the Public Works department). Jean shared the importance of project prioritization and reprioritization to manage the shift in focus that invariably occurs as needs change. For example, some of the completed projects just named were advanced in priority as the impacts of Covid became more acute. Ms. Ibalio talked about capital purchases and financing. In order to help maintain a secure IT environment, IT equipment should be refreshed as it reaches end-of-life expectancy. During prior economic downturns and because of the financial impact presented by Covid, replacement of some equipment has been protracted. The City is now in a position to take advantage of a financing plan for purchasing

approximately \$6.5 million of needed equipment. The repayment of this financing will have equaled the same amount budgeted for future years, resulting in a net zero impact to the budget. This suggested financing plan is being proposed for City Council consideration at its next meeting. Commissioners asked about life expectancy of some of the capital purchases contemplated under this financing plan. They also asked about replacement of some hardware in favor of cloud-based solutions. Security concerns related to cloud-based services were discussed. The Commission was interested in the comparison of lease versus purchase financing as well as equipment pricing. Jean also answered questions about the number of IT staff, the contract with the City's IT vendor, video technology for City Council meetings, single sign-on, and generators. Commissioner Noteboom gave a synopsis of the recent sub-committee meeting which had a high IT overview content.

BUDGET UPDATE

Finance Director Debbie Moreno talked about the Mid-Year Budget Update which will be presented to City Council next week. The outlook has gotten better, particularly for this year. Transient Occupancy Tax (TOT) ramped up quickly. The City may still face some structural deficit in the outlying years but staff will be keeping an eye on that as we get closer to budget adoption. Debbie shared the monthly variance report, describing its content and how this internal document tool is used. There is a focus on all funds and then general funds. The report shows: all funds, revenues, expenses, and vacancies. Currently vacancy is about 13% where typically the organization runs around 5%. Commissioners asked about: staffing, turnover, telecommuting policies, the employment market, shared services, grants, and housing monies.

GOAL SETTING

Commissioners discussed their role and capacity as an advisory body. The Commission would like to invite City Management to attend the next BIT Commission meeting.

ITEMS BY COMMISSION MEMBERS

Commissioners inquired about the Monthly Investment Report and the firm that helps the City to manage its investment portfolio. Commissioners expressed interest in the City's debt service, collective bargaining agreements, and City Council staffing. The next Commission meeting is set for March 23, 2022.

ADMINISTRATIVE ITEMS

None

ADJOURNMENT

Chair Noteboom adjourned the meeting at 5:37 p.m.

Respectfully submitted,
Marnie Hunter, Secretary