

**Gardiner Public Library
152 Water Street
Gardiner, ME 04345**

MEMO

**Date: February 2, 2006
To: Jeff Kobrock, City Manager
From: Anne Davis, co-chair Computer Committee
Re.: Municipal system update**

Jeff,

As we await a final estimate from the municipal software company that we have recommended, I thought it would be useful for you and City Council to have a chronology of how we have made this decision.

I think we have taken the time to define our needs, look at systems, meet with vendors and plan for our network infrastructure. As soon as the details are finalized and the City has entered into a contract, Gardiner residents and city staff will enjoy accessing much of the information they need online. Workflow should be more defined and departments can begin utilizing a system that offers centralized receipts, centralized data and a better way for auditors to look at our fiscal transactions.

Understandably, we will have a time period of retro-conversion that may frustrate some, but with the proper training and by utilizing a system to its full capacity, I think that the way Gardiner delivers service will only get better.

Please feel free to call me if you have questions and I would be happy to talk to City Council if they need any clarification.

Anne Davis
Library Director
co-chair Computer Committee

TIMELINE:
CITY OF GARDINER MUNICIPAL SYSTEM

1. **City Manager forms a Computer Committee (2002)**
 - ✓ Computer Committee develops an inventory of computers/software
 - ✓ Committee identifies current problems
 - ✓ Committee suggests research of municipal systems

2. **City staff begins to research new municipal systems (2003/04)**
 - ✓ Staff sends out a RFP for municipal systems
 - ✓ City staff invites 4 vendors to demonstrate their system
 - ✓ Quotes from vendors received

3. **Council forms a task force to report on how City Government works (2005)**
 - ✓ Task force recommends forming a technology plan and implementing that plan

4. **City of Gardiner is invited to participate in the Greater Portland COG to bulk purchase a municipal system (2004/05)**
 - ✓ Staff reviews systems
 - ✓ Staff joins in the RFP for services
 - ✓ Staff attends meetings in Portland during a 6 month process
 - ✓ COG receives quotes for services from 3 vendor
 - ✓ COG locks in prices with one vendor and other vendors guarantee their prices
 - ✓ Quotes for potential Gardiner system less expensive than original quotes from 2003/04

5. **City contracts out IT services (2004/2005)**
 - ✓ IT vendor begins to centralize software
 - ✓ Helps to extend life of current server
 - ✓ Meets with staff and works on a technology diagram for new system

6. **City staff narrows down to one possible municipal system (2006)**
 - ✓ IT vendor and staff meet to discuss/develop a plan for the new network infrastructure that can handle municipal system, Public Safety data and library network (1/06)
 - ✓ Staff members begin negotiations with vendor
 - ✓ Staff receives quote for a new network infrastructure from IT vendor(hardware and software)
 - ✓ City Manager will receive contract draft from vendor (2/14/06)