



City Of Camarillo

601 Carmen Drive • P.O. Box 248 • Camarillo, CA 93011-0248

Office of the City Manager
(805) 388-5307
Fax (805) 388-5318

July 19, 1999

Honorable Charles Campbell
Presiding Judge of the Superior Court
Ventura County Hall of Justice
800 South Victoria Avenue
Ventura, CA 93009

**Subject: Response to the 1998-1999 Grand Jury Report:
Year 2000 Computer Problem"**

The City of Camarillo staff has reviewed the Grand Jury Report findings regarding information systems and Year 2000 readiness. As we noted in our interviews with the Grand Jury Technology Committee, the City has been working for several years to improve the City's computer system and computer based technologies. In 1997 we engaged a private third party consultant (WISE Consulting) to evaluate our information technology needs and to make recommendations.

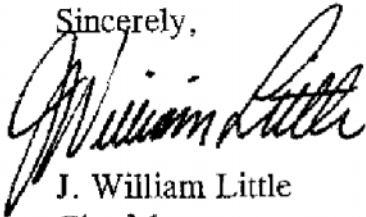
As part of the two-year budget cycle, funds were budgeted to purchase hardware and software and to add additional staff forming the Information Systems Division in the Administrative Services Department.

A two-year review of our computer systems and other systems with embedded chips has been undertaken. The review and testing of all critical systems has been completed and all systems have been determined to be capable of transitioning to the year 2000. The last major system to be replaced is our telephone system. The City Council approved the installation of a new Nortel phone system by GTE which will be completed this summer.

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In compliance with California Penal Code 933.05, specific responses to the issues raised in your report are enclosed. If you have additional questions regarding the City of Camarillo's activities, please direct them to my attention or to Richard Hare, Administrative Services Director (805-383-5677).

Sincerely,



J. William Little
City Manager

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Enclosure

cc: City Clerk, City of Camarillo
County of Ventura, County Clerk and Recorder (2 copies)
✓ Board Members Ventura County Grand Jury

CITY OF CAMARILLO

Grand Jury Inquiry

(Required Responses to Recommendations)

R3 Contingency Plans must be finalized no later than November 1999.

Contingency Planning meetings for all departments as well as the public utility companies were conducted during the months of January and April, 1999. Each department has reviewed its manpower requirements, supplies, and equipment needs to deal with power outages, service disruptions and civil disturbances. Contingency plans have been developed as part of the City of Camarillo disaster plan which applies to all emergencies. Certain employees in several departments have been designated to be on duty on December 31, 1999 in the event that circumstances require their immediate attention.

R4 All computers must be checked for handling the Leap year calculation in-house and at suppliers prior to year end.

All computer hardware vendors have been contacted to verify their products' ability to handle all Y2K related processes, including leap year. In addition, all computers in-house have been checked with automated testing software for Y2K readiness.

R6 Testing should be done as soon as the item is determined to be Y2K compliant to avoid a "log jam" during the last minute rush at year-end.

The City of Camarillo has been involved in ongoing Y2K testing, and conducted a successful "roll forward" test of its HP3000 main frame computer on June 26, 1999. The City of Camarillo has also instituted a review process of any new software or hardware to keep our systems "clean". It is anticipated that all work will be completed well in advance of the year 2000.

R7 Start public relations programs no later than September 1999.

Early this year the City distributed flyers at various functions in regards to business, residential and consumer information. Our City Manager and Administrative Services Director presented Y2K information at several forums throughout the County. We will be inserting flyers in our utility bills the last quarter of the year. We are in the process of building a Y2K information web page. Our July CityScene quarterly city newsletter, which is mailed to all residents and businesses in Camarillo, featured a discussion of Y2K issues and preparedness recommendations. The City is planning an employee Y2K forum in the fall.

R8 Make a survey of suppliers of critical services and equipment to determine if Y2K compliant.

In April, 1999 a vendor letter for Y2K compliance was sent out to the City's Accounts Payable list of vendors. Hundreds of responses have been received. In addition, telephone calls and the Internet have been used to secure additional information about Y2K readiness for "critical" suppliers. The City is confident that suppliers will be able to meet our needs. We are planning to be "full stocked" prior to the end of the year.