CITY OF FILLMORE
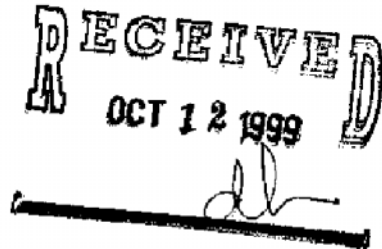
CENTRAL PARK PLAZA
250 Central Avenue
Fillmore, California 93015 –1907
(805) 524-3701 · FAX (805) 524-5707

October 6, 1999

RECEIVED
OCT 1 2 1999

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

Re: City of Fillmore Response to Grand Jury Report

Honorable Charles Campbell:

Enclosed is a complete copy of the City of Fillmore's response to the 1998-1999 Grand Jury report. The response from the City on Y2K compliance was sent to your office on August 10, 1999. However, it is unclear whether your office received a copy of the response required on Highway 126 Vista Transit Service, as this report was forwarded to the Ventura County Transportation Commission.

Therefore, to avoid any confusion, a copy of the City's responses is being sent to your office on this date. I apologize for any confusion this may have caused.

Should you have any questions, please contact me at (805) 524-1500, ext. 211. Thank you for your attention to this matter.

Sincerely,

Steve McClary, Deputy City Clerk

cc: Mr. Marvin J. Reeber, Ventura County Grand Jury Foreman
        Ms. Diane Ellis, Ventura County Clerk's Office
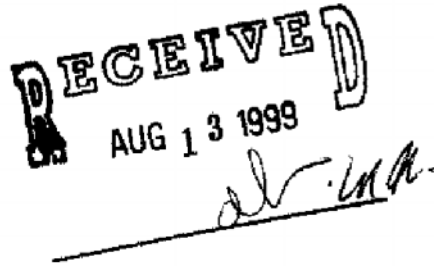   Mr. Roy Payne, Fillmore City Manager

August 11, 1999

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

RECEIVED
AUG 1 3 1999

Subject: City of Fillmore Y2K Compliance.

Honorable Charles Campbell:

This is in reply to the May 18, 1999 letter from the Ventura County Grand Jury and the Grand Jury report titled *Year 2000 Computer Problem*. Please be assured the City Council and City administration is taking this issue seriously. One of the top ten goals adopted February 9, 1999, by the City Council was to complete the conversion and integration of city financial software to insure Y2K compatibility no later than November 1999. City staff has been assessing, evaluating and implementing solutions since April 1998 and reporting progress to the City Council on a regular basis.

In response to the Grand Jury report, the numbering system used below corresponds with the Grand Jury report. The responses include only the items that were marked with an X on the matrix chart. They are as follows:

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

Concur: A Contingency Plan is already developed implementing the Multi-Hazard Functional Plan. Staff is reviewing this plan and making an addendum with modifications for the Y2K issues. The addendum will be in draft form by mid-September 1999 for City Manager review.

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

Concur: All computer equipment is in the process of being checked for the Leap Year calculation by end of August. The software components are being researched and documented and will be fixed no later than November 1999. The majority of computer software used by the City is Microsoft products. The City believes Microsoft will be making changes to their software weekly. So the later the City waits for Microsoft to be in compliance, the less duplication of city staff's time.

R5.   All equipment suspected of containing embedded chips should be examined and modified where necessary no later than November 1999.

Concur: Every department is in the process of determining which equipment systems are most critical to safety, security, and operations of the City. The department responsible for the equipment is then in the

1

process of making modifications as necessary. The City should be in compliance for all mission critical and imperative equipment no later than November 1999.

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

Partial Concurrence: Testing of compliance has already started with the change of fiscal year to the year 2000. The City's financial system has changed over to year 2000 and we have worked out most of the glitches. City staff will be giving their recommendations of the feasibility of testing individual systems to the City Manager in mid-September.

R7.   Start public relations programs no later than September 1999.

Concur: The City has already been involved in multiple Y2K open forums with the public. The City will be involved with another open forum event that is setup by the Fillmore Chamber of Commerce scheduled for October 1999. The City is also in the process of having brochures available at City hall and other government facilities. Beginning in September the City website will have information available and the City will submit an informational item weekly to the newspaper for publication.

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

Concur: The City has determined the suppliers of critical and imperative services and equipment that are required. The City is in the process of mailing out a survey to these companies on their Y2K compliance status.

The City's progress to date and plan for continued Y2K implementation is as follows:

As for the financial records and accounting software the following have been completed or are in progress:

- Finance Accounting Software (Eden System) is Y2K compliant completed August 1998 at a cost of $1,500.

- Windows 98, Office 97 – Word, Excel, PowerPoint, Outlook Y2K compliant August 31, 1999.

- Cash Register System & scanner will be compliant in August 1999 at no cost.

- Hand Held Meter Reading System is compliant at no cost.

- City Hall computers & printers will be fully compliant in August 31, 1999 cost FY99 $25,000 & FY 00 $30,000 phased in over two years.

- Copiers and fax machines fully compliant at no cost.

- Phone System is compliant at no cost

The inventory of computer equipment at City Hall is the following:

Computer	% of Completion	Date of Completion
✓ 1 Novell Server	90%	June 30, 1999
✓ 2 NT Servers	90%	June 30, 1999
✓ 30 PCs	50%	August 31, 1999

As for the City infrastructure the following have been completed or are in progress:

- Citywide generators are compliant at no cost except for consultant fee.
- Water wells and reservoirs are compliant at no cost except for consultant fee.
- Sewer Plant is compliant at no cost except for consultant fee.
- P.W. Heavy Equipment is in compliance at no cost.
- Verified Y2K compliance of air conditioners and fire alarm
- Y2K compliance on security system and elevator system will be in compliance by November 1999. On a list to be corrected
- Public Works/Engineering department is in contact with public utilities providers to ensure that each company has taken the necessary steps to avoid interruption of service. City staff continues to with other agencies to address emergency preparedness priorities.

In summary, I feel the City is moving forward and addressing the potential areas of Y2K incompatibility. If you have any questions please feel free to contact me at (805) 524-3701.

Sincerely yours,

Roy Payne, City Manager

CC: Mayor and City Council
     City Y2K Committee
     Marvin J. Reeber, Grand Jury

3