

CITY OF SAN BUENAVENTURA

July 26, 1999

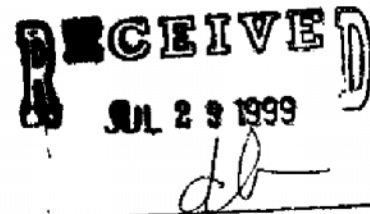
CITY COUNCIL

The Honorable Charles W. Campbell
Presiding Judge of the Superior Court
Ventura County Superior Court
800 South Victoria Avenue
Ventura, California 93009

James J. Friedman, Mayor
Ray Di Giulio, Deputy Mayor
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Donna De Paola, Councilmember
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Subject: 1998-99 Grand Jury Reports

The Honorable Judge Campbell:



Thank you for the opportunity for the City of San Buenaventura to consider the recommendations included in the 1998-1999 Ventura County Grand Jury Reports on:

- *The Year 2000 Computer Problem*, dated May 18, 1999,
- *The Ventura County Cities Labor Relations*, dated June 22, 1999, and
- *The Ventura County Transportation Commission and Its Role in Public Transit*, dated June 23, 1999.

Pursuant to Penal Code Section 933.05, this letter transmits the San Buenaventura City Council response to these Reports.

Year 2000 Computer Problem Report

Recommendations

The Ventura County Grand Jury's Report titled: *Year 2000 Computer Problem* yielded three recommendations applicable to our City, which are below. The City of San Buenaventura's response to the recommendations follows.

- R2** *"Any area that can not perform the necessary tasks to keep on target to complete compliance before Year-2000 because of lack of equipment or personnel resources should receive management assistance immediately."*

The City's goal is to reach satisfactory resolution to the Year 2000 Computer Problem prior to September 1, 1999. Currently, there does not appear to be any need for additional resources or equipment in order to

meet that dates. References have been made to an initial report completed by our Y2K consultant in early March concerning possible inadequate staffing. In early April a new Information Technology Manager was hired and the City has readjusted necessary priorities to ensure that the work will be completed well before the Year 2000.

The City of San Buenaventura has been reviewing Y2K issues on a bi-weekly basis since September 1998. These reviews have identified all of the potential problems requiring both personnel resources and equipment. Appropriate actions are planned to assure necessary tasks are completed before the Year 2000.

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

The City of San Buenaventura is in the process of completing its Contingency Plan, which will be finished on September 1, 1999. This task was included within the Y2K Master Plan. The City has been exercising its Master Plan since April 1999. This plan includes all of the recommended phases of the Grand Jury Report including Awareness, Inventory, Assessment, Risk and Contingencies, Prioritizing, Remediation, and Testing.

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

The City of San Buenaventura has recognized the Leap Year Calculation as a part of the Year 2000 Problem since September 1998. The Leap Year problem was included as a part of the Inventory and Assessment phases and, it is being tested in the Testing phase. In addition, verification of the ability to handle the Year 2000 and the Leap Year Calculation is a part of the City's vendor certification program for all hardware and software.

Findings

The City of Ventura is appreciative of the Grand Jury's efforts to provide the public with the seriousness and gravity of the Year 2000 problem. The City has aggressively pursued the execution of its Y2K Master Plan since it was completed earlier this year. The City believes that it has pursued Y2K compliance effectively and expect a smooth transition of City controlled

operations into the Year 2000. A number of important issues have already been resolved and milestones reached demonstrating our Y2K readiness. These included the following.

- The City's water supply and wastewater systems have been tested and verified for Y2K compliance. These are among the most important services the City supplies.
- The City prepared for and successfully completed the rollover to the new fiscal year, which demonstrates the capability of the financial system to handle most key date situations for the Year 2000. Other scenarios are currently being tested and will be completed in August.
- All the City's hardware and software vendors were sent a letter asking for certification of both Year 2000 date and Leap Year calculation issues. We have received replies from the majority of our requests and expect to complete the process by the end of August.
- The Information Technology personnel installed a new monitoring program on the City's network, which monitors and tests the hardware capabilities and software on all PC's. With this program we have been able to identify all necessary hardware and software updates, which will be completed by September 1, 1999.
- One of the City's primary objectives has been implementation of the Awareness program to keep the public informed of the City's status. Recently we distributed a brochure informing the citizens how to prepare for Y2K failures beyond the City's control, such as loss of power or communications. Additional Y2K updates are planned for our web site.

As previously stated, assessment is complete and certification from vendors is nearing completion. Testing of fixes has already begun and will be completed by the end of August 1999. The execution of our Master Plan remains on or ahead of schedule.

Our consultant has continued to monitor the execution of our Master Plan and is in the process of developing the necessary contingencies with the Y2K Committee. As mentioned earlier, this contingency plan will be completed by September 1, 1999.