



CITY OF HOUSTON

Houston Information Technology Services

Sylvester Turner

Mayor

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To: City Council TTI Members

Cc: Mayor Sylvester Turner
Ms. Alison Brock
Mr. Kelly Dowe

Subject: HITS City Council Action Quarterly Report

The Houston IT Services Department has created a quarterly forecast of IT-related City Council actions, which is attached for your review. Please note the following:

- As discussed in City Council session on September 14, 2016, we agreed to begin the forecast report with those Requests for Council Action (RCAs) sponsored by the Houston IT Services Department. As stated, this was a shorter duration milestone that we could quickly produce to improve City Council member visibility of upcoming IT-related items.
- The intent is to publish this report on or before the first day of each month and will include a rolling 4* month look-ahead. (*Please note that the original intent was 3-month look-ahead, but in response to a request from Council Member Le we will modify the subsequent reports to reflect a four month forecast effective as of the November report.)
- Also as communicated previously, we will expand the report to include forecasted IT-related RCAs for all departments by the end of the calendar year. Therefore, the January 2017 report will reflect planned IT-related RCAs for the period January through April 2017.
- This report is a forecast. From time to time there will be items that must be added or changed. Such changes will be highlighted and communicated to City Council members.

I hope this report will be useful to you. Please let me know if you have any questions or concerns.

Sincerely,

DocuSigned by:

A handwritten signature in black ink that reads "Lisa Kent".

Lisa Kent

Chief Information Officer / Director
Houston IT Services Department