

ADMINISTRATIVE IMPROVEMENTS PROGRAM

The Capital Improvement Plan's Administrative Improvement Program provides for major capital expenditures to improve administrative and operational systems, processes, or functions. At this point, with few projects undertaken to date, the Administrative Improvement Program is limited to three categories:

- Information Technology Projects
- Communication Infrastructure Improvements
- IT Infrastructure Improvements

In the future, Administrative Improvement projects may also include program categories for operational assessments, community surveys, or emergency operation projects. The following are current category descriptions:

Information Technology Projects – is comprised of improvement projects which provide operational efficiencies utilizing Information Technology. Currently, projects include the Financial System upgrade and several document imaging projects.

Communication System Improvements – represents projects related to audio/visual communication hardware upgrades. At this point, projects include the planned Telephone System Upgrade.

IT Infrastructure Improvements – includes projects which acquire or upgrade IT equipment and infrastructure. Only one project is planned currently; the IT Emergency Power Backup project.

The two schedules on the following pages lists the Administrative Improvement Program's capital projects and the Administrative Improvement Program's summary funding by account classification. Following the summary schedules are individual project pages for each of the funded projects in this capital program.

PROJECT SUMMARY

ADMIN PROJECT EXPENDITURE SUMMARY	Expended To Date	Budgeted for Fiscal Year					Total Project Expenditures
		2010/11	2011/12	2012/13	2013/14	2014/15	
<i>Information Technology Projects</i>							
9411-001 Financial System Upgrade	67,200	3,534	-	-	-	-	70,734
9412-001 Document Imaging - Public Works	13,363	85,183	-	-	-	-	98,546
9412-002 Document Imaging - Development	28,011	31,989	-	-	-	-	60,000
9412-003 Document Imaging - City Mgr Office	-	8,887	-	-	-	-	8,887
9413-001 Website Upgrade	47,115	<i>closed</i>	-	-	-	-	47,115
<i>Communication System Improvements</i>							
9421-001 Telephone System Upgrade	-	55,000	-	-	-	-	55,000
9422-001 KSAR Equipment Upgrade	2,998	<i>closed</i>	-	-	-	-	2,998
<i>IT Infrastructure Improvements</i>							
9432-001 IT Emergency Power Supply	-	40,180	-	-	-	-	40,180
9432-002 IT Server Room Climate Control	9,820	<i>closed</i>	-	-	-	-	9,820
Total Project	168,507	224,773	-	-	-	-	393,280
<i>Interfund Transfers</i>	8,887	-	-	-	-	-	8,887
Total Project Expenditures	177,394	224,773	-	-	-	-	402,167

For FY 2010/11, there are six active projects. As shown above, the following three Administrative Improvement projects were fully completed in the last fiscal year:

- Website Upgrade Project
- KSAR Equipment Upgrade
- IT Server Room Climate Control Project

ADMINISTRATIVE IMPROVEMENT PROGRAM FUNDING SUMMARY

	Prior Year Funded	FY 2009/10 Actual	Funding To Date	Budgeted for Fiscal Year					Total Program Funding
REVENUES				2010/11	2011/12	2012/13	2013/14	2014/15	
CIP ADMINISTRATIVE FUND									
Transfers In - General Fund	279,280	-	279,280	-	-	-	-	-	279,280
Transfers In - IT Fund	-	105,000	105,000	-	-	-	-	-	105,000
Transfers In - Other Projects	-	8,887	8,887	-	-	-	-	-	8,887
TOTAL REVENUES	279,280	113,887	393,167	-	-	-	-	-	393,167
	Prior Year Expended	FY 2009/10 Actual	Expended To Date	Budgeted for Fiscal Year					Total Program Expended
EXPENDITURES				2010/11	2011/12	2012/13	2013/14	2014/15	
CIP ADMINISTRATIVE FUND									
Salary & Benefits	15,385	4,646	20,031	-	-	-	-	-	20,031
Materials & Supplies	-	-	-	-	-	-	-	-	-
Fees & Expenses	11,766	1,597	13,363	85,183	-	-	-	-	98,546
Consultant/Contract Svs	94,221	28,074	122,295	99,410	-	-	-	-	221,705
Project Equip & Fixtures	-	-	-	-	-	-	-	-	-
Construction Expenses	2,998	9,820	12,818	40,180	-	-	-	-	52,998
Transfers Out	-	8,887	8,887	-	-	-	-	-	8,887
TOTAL EXPENDITURES	124,370	53,024	177,394	224,773	-	-	-	-	402,167
	Prior Year Activity	FY 2009/10 Actual	Total	Budgeted for Fiscal Year					Total Program Activity
CIP ADMINISTRATIVE FUND				2010/11	2011/12	2012/13	2013/14	2014/15	
BEGINNING FUND BAL	-	163,910		224,773	-	-	-	-	-
Revenues & T/I	288,280	113,887	402,167	-	-	-	-	-	402,167
Expenditures & T/O	124,370	53,024	177,394	224,773	-	-	-	-	402,167
ENDING FUND BALANCE	163,910	224,773	224,773	-	-	-	-	-	-

PROJECT DIRECTORY

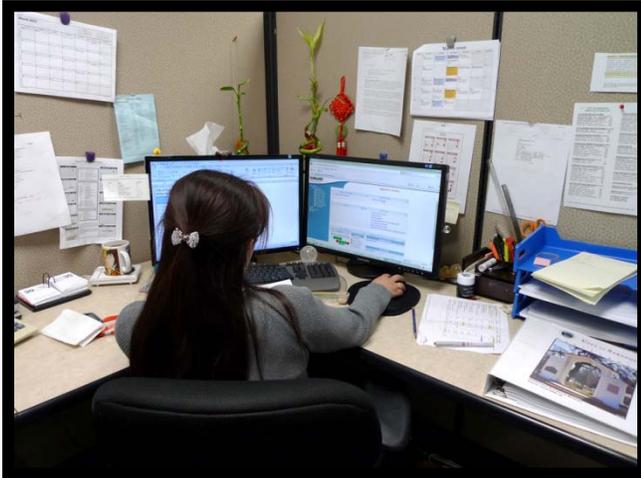
INFORMATION TECHNOLOGY PROJECTS		PAGE
9411-001	Financial System Upgrade	D – 124
9412-001	Document Imaging Project – PW	D – 126
9412-002	Document Imaging Project – CDD	D – 128
9412-003	Document Imaging Project – CMO	D – 130

COMMUNICATION SYSTEM PROJECTS		
9421-001	Communication System Upgrade Project	D – 134

IT INFRASTRUCTURE PROJECTS		
9432-001	IT Emergency Power Supply	D – 138

INFORMATION TECHNOLOGY PROJECTS

INFORMATION TECHNOLOGY PROJECTS



Project Name Financial System Upgrade
Department Finance & Administrative Services

Project Number 9411-001
Project Manager Mary Furey

Description This project provides for the upgrade to the City’s financial system.

Location The financial system upgrade is implemented at Saratoga City Hall.

Project Background In 2005, concerns that the City’s financial software system was outdated, both difficult and limited in use, and ineffective for managing the City’s finances prompted staff to began working with SunGard HTE, Inc., the City’s financial software solution provider, to conduct a needs assessment.

Staff developed several objectives for upgrading the financial system including: ease of use; reduced maintenance expenses; compatibility with Generally Accepted Accounting Principles, audit and reporting requirements; and functionality with other software systems used by the City.

Based on these objectives, SunGard HTE proposed an upgrade to the “Finance Plus” program, which is a web-based solution. After Council approved an agreement with SunGard to upgrade the City’s financial system in November 2006, staff and SunGard began working together to launch the system. In July 2008, the Fund Accounting and Purchasing modules of the program went live. Subsequently, the Payroll/Human Resources module was implemented and went live in October, 2008. Further implementation of the Human Resources module and possibly a Personnel Budgeting module is expected to be fully completed by late 2011. Upgrading the financial software provides many benefits:

- Complies with current accounting, reporting, and audit standards
- Incorporates an appropriate chart of accounts which is tailored to the City’s functions
- Improves financial data and provides appropriate reports for analysis
- Creates staff time efficiencies through simplified functions, improved processes, and ease of use

Funding for this project came from a General Fund transfer.

Operating Budget Impacts The new financial system is an ASP solution which means the system is hosted and maintained by SunGard. This decreases server expense and staff time requirements for in-house maintenance and upgrades, provides greater backup security through immediate system attention, and generates backup redundancy – an especially important feature for emergency operations.

INFORMATION TECHNOLOGY PROJECTS

PROJECT TIMELINE

PROJECT COMPONENT	TIMELINE	DESCRIPTION
Begin Design Phase	Completed 2006	Prepare plans and specifications
Begin Bid Process	Completed 2006	Council approves plans and authorizes bidding the project
Contract award	November 2006	Vendor selected, contract is finalized and approved by Council
Implementation Kickoff	January 2008	SunGard Pentamation upgrade implementation begins
Phase 1	July 2008	Fund Accounting and Community Plus systems go live
Phase 2	October 2008	Payroll and HR Modules go live
Phase 3 – Project Completion	February 2011	Personnel Budgeting, Cash Receipt Reporting modules implemented

FINANCIAL SYSTEM UPGRADE

	Prior Year Funded	FY 2009/10 Actual	Funding To Date	Budgeted for Fiscal Year					Total Project Funding
REVENUES				2010/11	2011/12	2012/13	2013/14	2014/15	
CIP ADMINISTRATIVE FUND									
Transfers In	70,734	-	70,734	-	-	-	-	-	70,734
TOTAL REVENUES	70,734	-	70,734	-	-	-	-	-	70,734
	Prior Year Expended	FY 2009/10 Actual	Expended To Date	Budgeted for Fiscal Year					Total Project Expended
EXPENDITURES				2010/11	2011/12	2012/13	2013/14	2014/15	
CIP ADMINISTRATIVE FUND									
Materials & Supplies	-	-	-	-	-	-	-	-	-
Fees & Expenses	-	-	-	-	-	-	-	-	-
Consultant/Contract Svs	67,200	-	67,200	3,534	-	-	-	-	70,734
Project Equip & Fixtures	-	-	-	-	-	-	-	-	-
Construction Expenses	-	-	-	-	-	-	-	-	-
Transfers Out	-	-	-	-	-	-	-	-	-
TOTAL EXPENDITURES	67,200	-	67,200	3,534	-	-	-	-	70,734
	Prior Year Activity	FY 2009/10 Actual	Total	Budgeted for Fiscal Year					Total Project Activity
CIP ADMINISTRATIVE FUND				2010/11	2011/12	2012/13	2013/14	2014/15	
BEGINNING FUND BAL	-	3,534	-	3,534	-	-	-	-	-
Revenues & T/I	70,734	-	70,734	-	-	-	-	-	70,734
Expenditures & T/O	67,200	-	67,200	3,534	-	-	-	-	70,734
ENDING FUND BALANCE	3,534	3,534	3,534	-	-	-	-	-	-

INFORMATION TECHNOLOGY PROJECTS



Project Name Document Imaging Project – PW
Department Public Works

Project Number 9412--001
Project Manager Shaheen Sarwari

Description This project converts paper documents into an electronic document archiving system.

Location This project is implemented at City Hall, with conversion work at offsite vendor offices.

Project Background In 1999 the City implemented a program to convert paper and microfiche documents into digitized format and subsequently purchased Laserfiche, an electronic document management system.

Creating electronically indexed copies of important City documents helps to ensure records are maintained permanently, and the documents are can be easily located and reproduced if necessary. Since 1999, the City Clerk’s Office has been scanning permanent administrative records, such as minutes, agendas, resolutions, ordinances, contracts, and election information, and adding them to the document management system.

In December 2005, the City Council approved a General Funds transfer for use in scanning Public Works Department documents that date back to the 1950’s. In 2006, Public Works began scanning records and adding the digital versions of these records to the City’s Laserfiche system.

Public Works Department documents include a large quantity of oversize records, maps, and blueprints. Many of these documents require special handling during scanning, due to their age and size, and must be sent out to a scanning contractor. When the documents are returned to the City, staff must assess the quality of the files to ensure that they are legible, complete, and that they are correctly scanned and indexed.

General Fund transfers will fund prior year’s documents and current City engineering document scanning costs, however in 2007, fees were established in both Planning and Building to fund development related scanning costs.

Operating Budget Impacts A significant amount of staff time is required to prepare documents for scanning, conduct quality assessments of scanned records, and then input them into the City’s document management system. However, the document imaging project helps protect vital City records and allows staff to more efficiency and effectively search for documents and respond to public records requests.

INFORMATION TECHNOLOGY PROJECTS

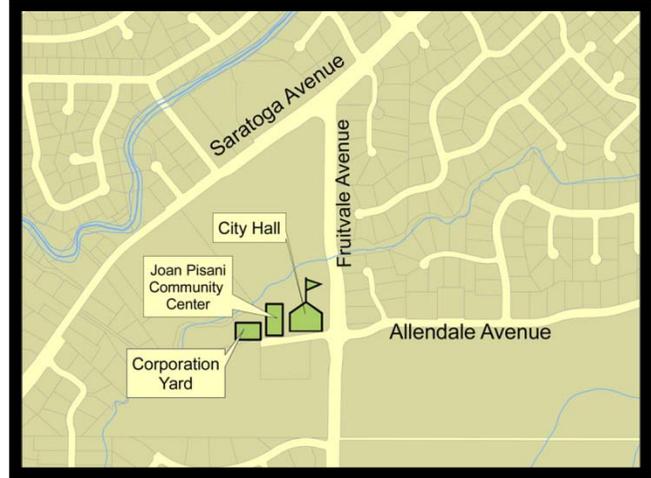
PROJECT TIMELINE

PROJECT COMPONENT	TIMELINE	DESCRIPTION
Project Development	Complete	Document Imaging project scope defined
RFP & Bid Process	April 2010	Contract RFP prepared and sent out to bid
Contract Award	June 2010	Vendor selected and contract is finalized and approved
Estimated Project Start	July 2010	Vendor document imaging process begins
Estimated Project Completion	June 2011	Vendor document imaging process completed

DOCUMENT IMAGING – PUBLIC WORKS

REVENUES	Prior Year	FY 2009/10	Funding To Date	Budgeted for Fiscal Year					Total Project Funding
	Funded	Actual		2010/11	2011/12	2012/13	2013/14	2014/15	
CIP ADMINISTRATIVE FUND									
Transfers In	98,546	-	98,546	-	-	-	-	-	98,546
TOTAL REVENUES	98,546	-	98,546	-	-	-	-	-	98,546
EXPENDITURES	Prior Year	FY 2009/10	Expended To Date	Budgeted for Fiscal Year					Total Project Expended
	Expended	Actual		2010/11	2011/12	2012/13	2013/14	2014/15	
CIP ADMINISTRATIVE FUND									
Materials & Supplies	-	-	-	-	-	-	-	-	-
Fees & Expenses	11,766	1,597	13,363	85,183	-	-	-	-	98,546
Consultant/Contract Svs	-	-	-	-	-	-	-	-	-
Transfers Out	-	-	-	-	-	-	-	-	-
TOTAL EXPENDITURES	11,766	1,597	13,363	85,183	-	-	-	-	98,546
CIP ADMINISTRATIVE FUND	Prior Year	FY 2009/10	Total	Budgeted for Fiscal Year					Total Project Activity
	Activity	Actual		2010/11	2011/12	2012/13	2013/14	2014/15	
BEGINNING FUND BAL	-	86,780	-	85,183	-	-	-	-	-
Revenues & T/I	98,546	-	98,546	-	-	-	-	-	98,546
Expenditures & T/O	11,766	1,597	13,363	85,183	-	-	-	-	98,546
ENDING FUND BALANCE	86,780	85,183	85,183	-	-	-	-	-	-

INFORMATION TECHNOLOGY PROJECTS



Project Name	Document Imaging Project – CDD	Project Number	9412-002
Department	Community Development Department	Project Manager	Abby Ayende
Description	This project converts paper documents into an electronic document archiving system.		
Location	This project is implemented at City Hall, with conversion work at offsite vendor offices.		
Project Background	<p>The Community Development Department has been transferring paper documents to microfilm since the 1980's and switched over to a digital format in 1999 when the City purchased Laserfiche, an electronic document management system. Creating electronically indexed copies of important City documents helps to ensure records are maintained permanently, and the documents are can be easily located and reproduced if necessary.</p> <p>The Building Division of the Community Development Department has scanned plans and building permit records, and the Planning Division has been scanning completed planning applications and Planning Commission packets since 1999.</p> <p>In 2008, the City Council approved a General Fund transfer to convert older records and microfilm records to the electronic format. The City has approximately 30 years of building permit records and 40 years of planning application records on microfilm that require conversion. The project is currently about 50% complete.</p> <p>In 2007, fees were established in both Planning and Building to fund development related scanning costs for all new Planning and Building documents.</p>		
Operating Budget Impacts	<p>A significant amount of staff time is required to prepare documents for scanning, conduct quality assessments of scanned records, and then input them into the City's document management system. However, the document imaging project helps protect vital City records and allows staff to more efficiency and effectively search for documents and respond to public records requests.</p>		

INFORMATION TECHNOLOGY PROJECTS

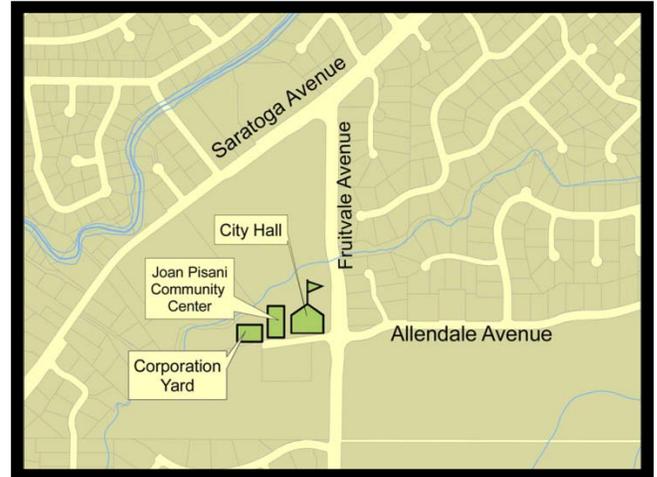
PROJECT TIMELINE

PROJECT COMPONENT	TIMELINE	DESCRIPTION
Project Development	Complete	Document Imaging project scope defined
RFP & Bid Process	April 2010	Contract RFP prepared and sent out to bid
Contract Award	June 2010	Vendor selected and contract is finalized and approved
Estimated Project Start	July 2010	Vendor document imaging process begins
Estimated Project Completion	June 2011	Vendor document imaging process completed

DOCUMENT IMAGING – COMMUNITY DEVELOPMENT

	Prior Year Funded	FY 2009/10 Actual	Funding To Date	Budgeted for Fiscal Year					Total Project Funding
REVENUES				2010/11	2011/12	2012/13	2013/14	2014/15	
CIP ADMINISTRATIVE FUND									
Transfers In	60,000	-	60,000	-	-	-	-	-	60,000
TOTAL REVENUES	60,000	-	60,000	-	-	-	-	-	60,000
EXPENDITURES									
	Prior Year Expended	FY 2009/10 Actual	Expended To Date	Budgeted for Fiscal Year					Total Project Expended
EXPENDITURES				2010/11	2011/12	2012/13	2013/14	2014/15	
CIP ADMINISTRATIVE FUND									
Salary & Benefits	15,385	4,646	20,031	-	-	-	-	-	20,031
Fees & Expenses	-	-	-	-	-	-	-	-	-
Consultant/Contract Svs	7,980	-	7,980	31,989	-	-	-	-	39,969
Transfers Out	-	-	-	-	-	-	-	-	-
TOTAL EXPENDITURES	23,365	4,646	28,011	31,989	-	-	-	-	60,000
BEGINNING FUND BAL									
	Prior Year Activity	FY 2009/10 Actual	Total	Budgeted for Fiscal Year					Total Project Activity
BEGINNING FUND BAL				2010/11	2011/12	2012/13	2013/14	2014/15	
Revenues & T/I	-	36,635	-	31,989	-	-	-	-	-
Expenditures & T/O	60,000	-	60,000	-	-	-	-	-	60,000
ENDING FUND BALANCE	36,635	31,989	31,989	-	-	-	-	-	-

INFORMATION TECHNOLOGY PROJECTS



Project Name Document Imaging Project - CMO
Department City Manager's Office

Project Number 9412-003
Project Manager Debbie Bretschneider

Description This project converts paper documents into an electronic document archiving system.

Location This project is implemented at City Hall, with conversion work at offsite vendor offices.

Project Background In 1999 the City implemented a program to convert paper and microfiche documents into digitized format and subsequently purchased Laserfiche, an electronic document management system.

Creating electronically indexed copies of important City documents helps to ensure records are maintained permanently, and the documents are can be easily located and reproduced if necessary. Since 1999, the City Clerk's Office has been scanning permanent administrative records, such as minutes, agendas, resolutions, ordinances, contracts, and election information, and adding them to the document management system.

In addition to hiring a private contractor to transfer documents to electronic format, City staff scans and indexes some paper documents and newly created permanent electronic records in-house, such as minutes, resolutions, ordinances, and recorded documents.

Operating Budget Impacts A significant amount of staff time is required to prepare documents for scanning, conduct quality assessments of scanned records, and then input them into the City's document management system. However, the document imaging project helps protect vital City records and allows staff to more efficiency search for documents and respond to public records requests in a timely manner.

INFORMATION TECHNOLOGY PROJECTS

PROJECT TIMELINE

PROJECT COMPONENT	TIMELINE	DESCRIPTION
Project Development	Complete	Document Imaging project scope defined
RFP & Bid Process	April 2010	Contract RFP prepared and sent out to bid
Contract Award	June 2010	Vendor selected and contract is finalized and approved
Estimated Project Start	July 2010	Vendor document imaging process begins
Estimated Project Completion	June 2011	Vendor document imaging process completed

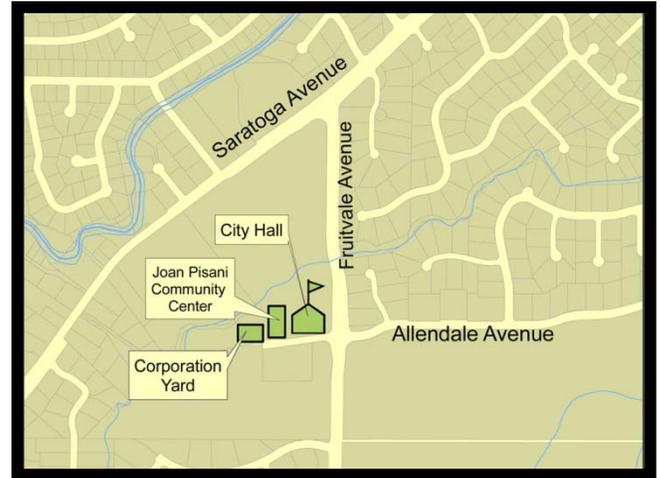
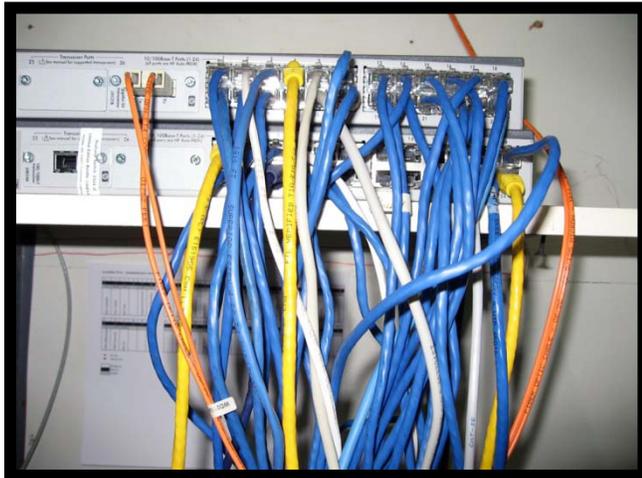
DOCUMENT IMAGING – CITY MANAGER’S OFFICE

REVENUES	Prior Year	FY 2009/10	Funding To Date	Budgeted for Fiscal Year					Total Project Funding
	Funded	Actual		2010/11	2011/12	2012/13	2013/14	2014/15	
CIP ADMINISTRATIVE FUND									
Transfers In	-	8,887	8,887	-	-	-	-	-	8,887
TOTAL REVENUES	-	8,887	8,887	-	-	-	-	-	8,887
EXPENDITURES	Prior Year	FY 2009/10	Expended To Date	Budgeted for Fiscal Year					Total Project Expended
	Expended	Actual		2010/11	2011/12	2012/13	2013/14	2014/15	
CIP ADMINISTRATIVE FUND									
Materials & Supplies	-	-	-	-	-	-	-	-	-
Fees & Expenses	-	-	-	-	-	-	-	-	-
Consultant/Contract Svs	-	-	-	8,887	-	-	-	-	8,887
Transfers Out	-	-	-	-	-	-	-	-	-
TOTAL EXPENDITURES	-	-	-	8,887	-	-	-	-	8,887
CIP ADMINISTRATIVE FUND	Prior Year	FY 2009/10	Total	Budgeted for Fiscal Year					Total Project Activity
	Activity	Actual		2010/11	2011/12	2012/13	2013/14	2014/15	
BEGINNING FUND BAL									
Revenues & T/I	-	8,887	8,887	8,887	-	-	-	-	8,887
Expenditures & T/O	-	-	-	8,887	-	-	-	-	8,887
ENDING FUND BALANCE	-	8,887	8,887	-	-	-	-	-	-



COMMUNICATION SYSTEM PROJECTS

COMMUNICATION SYSTEM PROJECTS



Project Name Telecommunication System Upgrade
Department Finance & Administrative Services

Project Number 9421-001
Project Manager Leo Salindong

Description This project will upgrade the City’s existing PBX telecommunication system with a Voice over Internet Protocol (VoIP) telecommunication system.

Location This project will take place at the main City Hall buildings, the Joan Pisani Community Center, the Corporation Yard, the Saratoga Senior Center, and Saratoga Prospect Center.

Project Background The City currently uses a Toshiba Strata DK 280 private branch exchange (PBX) system for telephone communications at the primary City Hall buildings, Joan Pisani Community Center, and Senior Center. This telephone system was installed before 1996 and has reached the end of its technological life.

Since May 2009 the existing telephone system has failed several times. This has hampered City operations as it has limited the City’s ability to communicate internally or with the public. Furthermore, it has become difficult to locate hardware and service for the outdated system as few parts are still made for the system and even fewer technicians are familiar with legacy PBX systems.

Continued use of the existing telecommunications system may result in additional failures and increased maintenance expenses. Consequently, Council allocated funding to upgrade the telecommunications system to VoIP in December 2009. Installation of the VoIP system will be conducted by contractors and managed by staff.

A VoIP system would operate over the existing network infrastructure and is connected to the City’s computer network. Upgrading the telephone system to VoIP is expected to increase reliability of the City’s phone system, ensuring that the City can communicate internally and with this public. This added reliability will be especially important during emergency situations.

Funding for this project came from an IT Replacement Fund transfer to the CIP project.

Operating Budget Impacts The upgrade is expected to reduce maintenance expenses as service calls for repairs and basic service functions will be eliminated. Staff time spent overseeing this project is already included in the operating budget

COMMUNICATION SYSTEM PROJECTS

PROJECT TIMELINE

PROJECT COMPONENT	TIMELINE	DESCRIPTION
Project Development Stage	December 2009	Council approval of telecommunication system upgrade
Begin Bid Process	March 2010	RFP sent out to vendors
Contract award	May 2010	Council approval of vendor contract
Estimated Project Start Date	June 2010	System replacement work begins
Estimated Completion Date	August 2010	Project completed

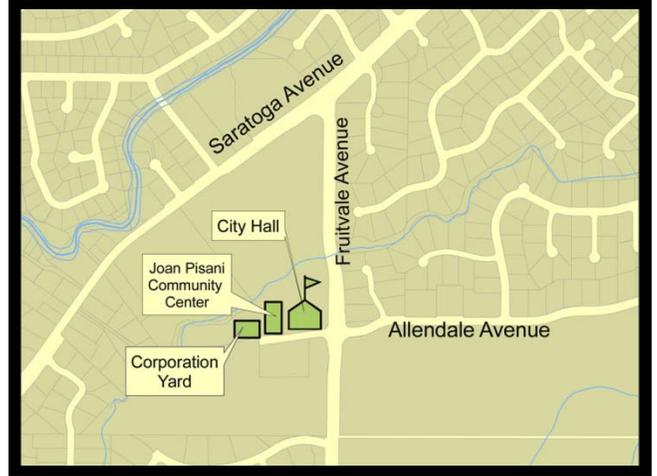
TELECOMMUNICATION SYSTEM UPGRADE

REVENUES	Prior Year	FY 2009/10	Funding To Date	Budgeted for Fiscal Year					Total Project Funding
	Funded	Actual		2010/11	2011/12	2012/13	2013/14	2014/15	
CIP ADMINISTRATIVE FUND									
Transfers In	-	55,000	55,000	-	-	-	-	-	55,000
TOTAL REVENUES	-	55,000	55,000	-	-	-	-	-	55,000
EXPENDITURES	Prior Year	FY 2009/10	Expended To Date	Budgeted for Fiscal Year					Total Project Expended
	Expended	Estimate		2010/11	2011/12	2012/13	2013/14	2014/15	
CIP ADMINISTRATIVE FUND									
Materials & Supplies	-	-	-	-	-	-	-	-	-
Fees & Expenses	-	-	-	-	-	-	-	-	-
Consultant/Contract Svs	-	-	-	55,000	-	-	-	-	55,000
Transfers Out	-	-	-	-	-	-	-	-	-
TOTAL EXPENDITURES	-	-	-	55,000	-	-	-	-	55,000
CIP ADMINISTRATIVE FUND	Prior Year	FY 2009/10	Estimated Total	Budgeted for Fiscal Year					Total Project Activity
	Activity	Estimate		2010/11	2011/12	2012/13	2013/14	2014/15	
BEGINNING FUND BAL									
Revenues & T/I	-	55,000	55,000	55,000	-	-	-	-	55,000
Expenditures & T/O	-	-	-	55,000	-	-	-	-	55,000
ENDING FUND BALANCE	-	55,000	55,000	-	-	-	-	-	-



IT INFRASTRUCTURE PROJECTS

IT INFRASTRUCTURE PROJECTS



Project Name	IT Emergency Power System	Project Number	9432-001
Department	FASD / Rec. & Facilities Depts.	Project Manager	Leo Salindong / Thomas Scott

Description	This project is for the purchase and installation of an emergency power supply to supply power to the City’s server room and the building during PG&E power outages.
Location	The emergency power supply will be installed outside on a cement pad behind the Engineering Office section of the City Hall buildings.
Project Background	<p>During a PG&E power outage, a 15KW portable generator is used to supply power to the main City Hall campus. However, there is a time delay as the portable generator must be brought over to the offices from the corporation yard after an outage occurs.</p> <p>While individual computers and network servers have battery backups to prevent abrupt power loss and spikes, the batteries run out of power within 10 to 30 minutes. If a network server loses power before staff either shuts it down or before the portable generator is installed to keep power running, data loss may occur. Additionally, the City’s portable generator used during power outages is not of sufficient kilowatt size to provide enough amperage to fully power the office buildings. Only one half of the electrical panel is restored, which provides emergency power for the computer server room and limited use of lights, copy machines, and other electrical equipment in the Administration Building; the Planning and Engineering offices continue to be without power.</p> <p>The portable generator is manually plugged into the City’s power supply; it does not automatically turn on to provide power to the servers when electricity goes out. Installing a permanent alternative power supply that starts automatically during PG&E power outages will provide added protection for the City’s computers and network servers, and more importantly, it will ensure that City operations remain active during power outages. This is especially critical during emergency situations.</p> <p>Installation of an emergency power supply will be performed by a contractor and supervised by staff. Funding was provided by a transfer from the IT Replacement Fund to the CIP Project.</p>
Operating Budget Impacts	Following installation, generator maintenance is expected to be minimal and will be conducted by staff. Staff time required to oversee this project is accounted for in the operating budget.

IT INFRASTRUCTURE PROJECTS

PROJECT TIMELINE

PROJECT COMPONENT	TIMELINE	DESCRIPTION
Project Development	February 2010	Prepare plans and specifications
Begin Bid Process	March 2010	RFP Issued
Contract award	May 2010	Council awards contract
Estimated Construction Start	June 2010	Construction project begins
Estimated Completion Date	August 2010	Project completed

IT EMERGENCY BACKUP POWER SYSTEM

	Prior Year Funded	FY 2009/10 Actual	Funding To Date	Budgeted for Fiscal Year					Total Project Funding
REVENUES				2010/11	2011/12	2012/13	2013/14	2014/15	
CIP ADMINISTRATIVE FUND									
Transfers In	-	40,180	40,180	-	-	-	-	-	40,180
TOTAL REVENUES	-	40,180	40,180	-	-	-	-	-	40,180
EXPENDITURES									
	Prior Year Expended	FY 2009/10 Actual	Expended To Date	Budgeted for Fiscal Year					Total Project Expended
EXPENDITURES				2010/11	2011/12	2012/13	2013/14	2014/15	
CIP ADMINISTRATIVE FUND									
Materials & Supplies	-	-	-	-	-	-	-	-	-
Fees & Expenses	-	-	-	-	-	-	-	-	-
Consultant/Contract Svs	-	-	-	-	-	-	-	-	-
Project Equip & Fixtures	-	-	-	-	-	-	-	-	-
Construction Expenses	-	-	-	40,180	-	-	-	-	40,180
Transfers Out	-	-	-	-	-	-	-	-	-
TOTAL EXPENDITURES	-	-	-	40,180	-	-	-	-	40,180
ACTIVITY									
	Prior Year Activity	FY 2009/10 Actual	Total	Budgeted for Fiscal Year					Total Project Activity
CIP ADMINISTRATIVE FUND				2010/11	2011/12	2012/13	2013/14	2014/15	
BEGINNING FUND BAL	-	-	-	40,180	-	-	-	-	-
Revenues & T/I	-	40,180	40,180	-	-	-	-	-	40,180
Expenditures & T/O	-	-	-	40,180	-	-	-	-	40,180
ENDING FUND BALANCE	-	40,180	40,180	-	-	-	-	-	-

