

City of Alexandria, Virginia

15
11-27-01

MEMORANDUM

DATE: NOVEMBER 16, 2001

TO: THE HONORABLE MAYOR AND MEMBERS OF CITY COUNCIL

FROM: PHILIP SUNDERLAND, CITY MANAGER *PS*

SUBJECT: AUTHORIZATION OF RECOMMENDED CAPITAL PROJECT ALLOCATIONS AND PLANNED EXPENDITURES

ISSUE: City Council authorization of the recommended capital project allocations and planned expenditures.

RECOMMENDATION: That City Council authorize the capital project allocations and planned expenditures for the capital projects as detailed in the Capital Improvement Expenditure Summary (Attachment 1).

DISCUSSION: This docket item provides a summary of Capital Improvement Program planned expenditures (Attachment 1). It includes projects reflected in the City's Fiscal Year 2002 Capital Budget, approved by City Council on May 3, 2001 or approved in capital budgets prior to FY 2002 with a CIP budget document page reference in Attachment 1. A project title listing appears on the next page and a detailed summary appears in Attachment 1.

Allocations are recommended for the following project:

Information Systems Development

Alexandria Justice Information System (AJIS)	\$700,000
Real Estate Assessment and Accounts Receivable System	\$310,000
Permit Processing	\$200,000
Payroll/Personnel System	\$150,000
Business Tax Accounts Receivable System	\$ 80,000
LAN Based Time and Attendance	\$ 75,000
Recreation Computer Systems	\$ 50,000
Library Automated Catalog and Information System	\$ 50,000
Electronic Government Services	\$ 50,000
General Ledger Accounting	\$ 40,000

Connectivity Projects	
Network Infrastructure Hardware Upgrades/Replacement	\$250,000
Computer Workstation Software Management	\$ 60,000
Network Operating System Upgrade	\$ 5,000
Recreation and Parks	
Northern Virginia Regional Park Authority (capital contribution)	\$279,343
Other	
Northern Virginia Community College (capital contribution)	\$119,900

ATTACHMENT:

Attachment 1 - Capital Improvement Program Planned Expenditures

STAFF:

Mark Jinks, Assistant City Manager

Gene Swearingen, Director, Office of Management and Budget

Alfred Coleman, Budget/Management Analyst, Office of Management and Budget

CAPITAL IMPROVEMENT PROGRAM PLANNED EXPENDITURES
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This attachment provides summary information on capital improvement program projects for which work will be initiated and expenditures incurred during the upcoming months. Funding for all of the projects discussed below is included in the City's Approved FY 2002 Capital Improvement Program (CIP) budget or in prior year capital budgets.

Project Number Index Code/ Sub-object	Project Title	Approved Funding Available	Planned Expenditure Amount	Budget Document Page Reference
Project 015-005 Account No.265744 Sub-object 2121	Systems Development (Alexandria Justice Information System (AJIS))	\$700,000	\$700,000	Page 218 of the City's Approved 2002 CIP Budget Document

This allocation will provide funding for continuing work towards the completion of the Alexandria Justice Information System (AJIS). AJIS will replace the Alexandria Criminal Justice Information System (CJIS), which is a modified version of a mainframe computer information system developed in the 1970s which runs on Arlington County's mainframe computer. AJIS, as does CJIS now, will serve the entire justice (civil and criminal) related organizations of the Alexandria government. The new AJIS system will be server-based (not mainframe) and will substantially increase the information availability and functions for its users. This allocation will carry the project to its completion which is now estimated to be the end of CY 2002 (Fund Source: Cash Capital - FY 2002 Funds)

Project Number Index Code/ Sub-object	Project Title	Approved Funding Available	Planned Expenditure Amount	Budget Document Page Reference
Project 005-015 Account No.265504 Sub-object 2121	Systems Development (Real Estate Assessment and Receivable System)	\$310,000	\$310,000	Page 207 of the City's Approved 2002 CIP Budget Document

This allocation will provide funding for the replacement of the City's Real Estate Assessment System (CARAT) and the Real Estate Accounts Receivable (REAR) System. In 1991, the City's CARAT system was the first mainframe system migrated to a Local Area Network (LAN) based system. In 1994, the City's mainframe REAR system was also migrated from the mainframe to a LAN environment and, at the same time, integrated with CARAT so that appropriate changes in one system would be reflected in the other. This project replaces both outdated systems and

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will use a graphical user interface (GUI) in a Windows environment and use either MS/SQL or Sybase, the City's standards for database engines. Redeveloping these systems in a standard database is critical to the future integration with the City's Geographic Information System (GIS); Permit Processing System; and other real property based systems. It is envisioned that the replacement system will be adaptable to web integration, as well as other City systems. This allocation will provide for a requirements analysis and initial contractor acquisition. This project is scheduled to be completed by the end of FY 2004. (Funding Source: Cash Capital - FY 2002 Funds)

Project Number Index Code/ Sub-object	Project Title	Approved Funding Available	Planned Expenditure Amount	Budget Document Page Reference
Project 015-005 Account No.265769 Sub-object 2121	Systems Development (Permit Processing)	\$200,000	\$200,000	Page 223 of the City's Approved 2002 CIP Budget Document

This allocation will provide funding for the continued development of the City's various permit systems, the most important of which is Permit*Plan, which supports the administration of the City's building permit process. In FY 1995, on the recommendation of a City Council-appointed task force, the City Council approved funding to implement a re-engineered building permit process. Permit*Plan, which was installed in FY 1996 to implement this re-engineering initiative, provides service to the building permit process in Code Enforcement, Transportation and Environmental Services (T&ES), Planning and Zoning, Archaeology, Health, Fire and Recreation (the City's Arborist). During the fourth quarter of FY 1998 a new client server version of the system was put into use to accommodate the increased volume of permit applications. This project is on-going. (Funding Source: Cash Capital - FY 2002 Funds)

Project Number Index Code/ Sub-object	Project Title	Approved Funding Available	Planned Expenditure Amount	Budget Document Page Reference
Project 015-005 Account No.265686 Sub-object 2121	Systems Development (Payroll/ Personnel System)	\$150,000	\$150,000	Page 208 of the City's Approved 2002 CIP Budget Document

This allocation provides for enhancements and upgrades to the City's current payroll/personnel system. It also provides for consulting services that will assist the City in determining if new functions and services that are needed for the operations of City payroll and personnel functions can be provided by the City's existing payroll/personnel

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system vendor, would have to be custom made or could be provided by another commercial package(s). (Funding Source: Cash Capital - FY 2002 Funds)

Project Number Index Code/ Sub-object	Project Title	Approved Funding Available	Planned Expenditure Amount	Budget Document Page Reference
Project 015-005 Account No.265496 Sub-object 2121	Systems Development (Business Tax Accounts Receivable System)	\$80,000	\$80,000	Page 206 of the City's Approved 2002 CIP Budget Document

This allocation will provide funding for the redevelopment of the City's business tax system, including the consolidation of business personal property and business license service in a thin-client, Windows-based environment that will be fully integrated with the Windows-based vehicle personal property system that was implemented in FY 1997. This project will provide a history of the business license tax by business and an accounts receivable control over the delinquent taxes. By integrating the business license tax with the personal property tax and other business taxes (restaurants meals tax, transient lodging tax, and business personal property tax), staff would be able to provide one stop tax processing for businesses, as well as better research and auditing information for City staff. This funding will provide for the first phase of this project which is expected to take 18 months to complete. (Funding Source: Cash Capital - FY 2001 Funds)

Project Number Index Code/ Sub-object	Project Title	Approved Funding Available	Planned Expenditure Amount	Budget Document Page Reference
Project 015-005 Account No.265690 Sub-object 2121	Systems Development (LAN Based Time and Attendance)	\$75,000	\$75,000	Page 209 of the City's Approved 2002 CIP Budget Document

This allocation will provide funding to phase in an automated Remote Time and Attendance system. The City's current payroll/personnel system requires manual recording and input of time and attendance data for each pay period, this project will automate that process and provide a more efficient accounting of time and attendance. This project is to continue through FY 2003. (Funding Source: Cash Capital - FY 2002 Funds)

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Project Number Index Code/ Sub-object	Project Title	Approved Funding Available	Planned Expenditure Amount	Budget Document Page Reference
Project 015-005 Account No.265439 Sub-object 2121	Systems Development (Recreation Computer Systems)	\$50,000	\$50,000	Page 227 of the City's Approved 2002 CIP Budget Document

This allocation will provide funding for the development and installation of automated systems to support the management of recreation services and to support park maintenance. The Department of Recreation, Parks and Cultural Activities began addressing administrative and citizen services issues through better application of technology in FY 2001. Since that time several park and facility maintenance automation modules have been installed to improve fiscal and time management in the upkeep of over 800 park acres. This allocation will provide funding to incorporate telephone and/or Internet registration for classes and connection of remote recreation centers with the Department's main administrative office for real-time pass management. This project is scheduled to continue through FY 2002 and be completed in FY 2003. (Funding Source: Cash Capital - FY 2002 Funds)

Project Number Index Code/ Sub-object	Project Title	Approved Funding Available	Planned Expenditure Amount	Budget Document Page Reference
Project 015-005 Account No.265400 Sub-object 2121	Systems Development (Library Automated Catalog and Infor- mation System)	\$50,000	\$50,000	Page 199 of the City's Approved 2002 CIP Budget Document

This allocation will provide funding to upgrade and enhance the existing automated Library catalog and information system. Previously the Libraries had planned to replace this system (\$250,000) but has now decided that a system upgrade is the most cost effective way to proceed. These upgrades will add components for a telephone renewal feature and an automated telephone/e-mail overdue and reserve/holds notification services. Card holders, particularly those without Internet access, will be able to renew books and other library material via touch tone telephone 24 hours a day, seven days a week. Another component will alert patrons via automated telephone messages or, if they choose, e-mail, that reserved books are ready for pick-up or that they have overdue materials. This will greatly reduce the printing and mailing of overdue and reserve notices. This project is scheduled to be completed by the end of FY 2002. (Funding Source: Cash Capital - FY 2002 Funds)

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Project Number Index Code/ Sub-object	Project Title	Approved Funding Available	Planned Expenditure Amount	Budget Document Page Reference
Project 015-005 Account No.265397 Sub-object 2121	Systems Development (Electronic Government)	\$50,000	\$50,000	Page 200 of the City's Approved 2002 CIP Budget Document

This allocation will provide funding to implement the Electronic Government (E-Government) project that will permit the City to use the Internet to reach citizens, businesses, taxpayers and vendors. The Electronic Government (E-Government) project consists of many projects and systems that will permit the City to use the Internet to reach citizens, businesses, taxpayers and vendors. This allocation requests money to enable implementation of a system to make complete bid documents available online. This phase of this project is scheduled to be completed by the end of FY 2003. (Funding Source: Cash Capital - FY 2002 Funds)

Project Number Index Code/ Sub-object	Project Title	Approved Funding Available	Planned Expenditure Amount	Budget Document Page Reference
Project 015-005 Account No.265702 Sub-object 2121	Systems Development (General Ledger Accounting)	\$40,000	\$40,000	Page 211 of the City's Approved 2002 CIP Budget Document

This allocation will provide funding for a required upgrade to the City's general ledger accounting system, Performance Accounting. The City's vendor , KPMG, announced the required upgrade of this system to update reports, interfaces and underlying databases. The upgrade also requires the City to upgrade to SQL Server 2000. In addition, this allocation will be used to modify the existing check writing software to handle the issuance of checks for the Human Services Department. The Performance Accounting upgrades will be installed in Spring 2002 and the check writing software modification is scheduled to be completed by March 2002.(Funding Source: Cash Capital - FY 2001 Funds)

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Project Number Index Code/ Sub-object	Project Title	Approved Funding Available	Planned Expenditure Amount	Budget Document Page Reference
Project 015-004 Account No.265447 Sub-object 2121	Connectivity Projects (Network Infrastructure Hardware Upgrades)	\$250,000	\$250,000	Page 184 of the City's Approved 2002 CIP Budget Document

This allocation will provide funding for the phased replacement and enhancement of the hardware and software required to operate the City's computer network services in a safe and reliable manner. The City has undertaken multiple projects which tie to the process of migrating from providing file and print services using Novell software and servers to a TCP/IP-based mix of software and servers using Windows NT/Server software and servers and the introduction of some Linux-based servers. This allocation will fund the purchase of hardware and software for up to ten large enterprise class servers for consolidation of the multiple smaller Novell servers and the associated licenses, and administrative hardware required to manage the network from these new servers. This project is ongoing with this allocation providing funding through FY 2002. (Funding Source: Cash Capital - FY 2002 Funds)

Project Number Index Code/ Sub-object	Project Title	Approved Funding Available	Planned Expenditure Amount	Budget Document Page Reference
Project 015-004 Account No.265406 Sub-object 2121	Systems Development (Computer Workstation Software Management)	\$60,000	\$60,000	Page 192 of the City's Approved 2002 CIP Budget Document

This allocation will provide funding to retrofit "fat" client computer systems (i.e., those that contain large amounts of computer code which must be stored and run on a user's individual desktop computer) with "thin" client or web browser interface systems. This will enable these systems to be accessed through a standard web browser such as Internet Explorer or Netscape Communicator. The advantage of this retrofit is that the cost of the client, the web browser, is essentially free and easily distributed, the uniform interface makes training less complex, computer work stations are simpler and less expensive and the web browser is used for accessing the Internet. Installing and upgrading software on desk top computers can also be done centrally rather than doing personal computer upgrades computer by computer.

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This project is ongoing and will continue through FY 2003. (Funding Source: Cash Capital - FY 2002 Funds)

Project Number Index Code/ Sub-object	Project Title	Approved Funding Available	Planned Expenditure Amount	Budget Document Page Reference
Project 015-004 Account No.265314 Sub-object 2121	Systems Development (Network Operating System Upgrade)	\$5,000	\$5,000	Page 182 of the City's Approved 2002 CIP Budget Document

This allocation will provide funding to upgrade the network operating systems used by the City's network and application servers. These new versions will provide the ability to synchronize the directory and user entries on all Wide Area Network (WAN) connected servers, simplifying the administration of these servers and will provide improved performance and integration of the Windows NT/Server database applications. The management of these servers will be greatly simplified in the newer versions, making it possible to provide a more reliable computing environment. This project is scheduled to be completed by the end of FY 2002. (Funding Source: Cash Capital - FY 2002 Funds)

Project Number Index Code/ Sub-object	Project Title	Approved Funding Available	Planned Expenditure Amount	Budget Document Page Reference
Project 004-015 Account No.215327 Sub-object 2121	Northern Virginia Regional Park	\$279,343	\$279,343	Page 81 of the City's Approved 2002 CIP Budget Document

This allocation will provide funding for the City's share of the Northern Virginia Regional Park Authority's (NVRPA) capital costs for FY 2002. Capital costs for the NVRPA are paid by the Authority's member jurisdictions based on a formula that determines each jurisdiction's annual share. Regional park facilities in Alexandria include the Cameron Run Regional Park and the Carlyle House. The capital improvements scheduled for the Alexandria facilities in FY 2002 include renovations to the Cameron Run Pool facility. (Funding Source: Cash Capital - FY 2002 Funds)

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Project Number Index Code/ Sub-object	Project Title	Approved Funding Available	Planned Expenditure Amount	Budget Document Page Reference
Project 016-001 Account No.200014 Sub-object 2121	Northern Virginia Community College	\$119,900	\$119,900	Page 167 of the City's Approved 2002 CIP Budget Document

This allocation will provide funding for the City's share of the Northern Virginia Community College's (NVCC) capital costs for FY 2002. Capital costs are determined by a formula that is based on the population of each of the nine participating jurisdictions. The NVCC's proportionate share formula was revised for FY 2002 to a per-capita allocation formula which translates into a \$1.00 per resident, which represents an increase of \$0.39 per resident, or a 16 percent, as compared to the FY 2001 proportionate share of \$0.62 per capita. The cost increase was driven primarily by cost increases in NVCC's multi-campus community center project. (Funding Source: Cash Capital - FY 2002 Funds)