



APPROVED
BY THE CITY COUNCIL

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JUN 21 1994

OFFICE OF THE
CITY CLERK

OFFICE OF THE
CITY ATTORNEY

SAMUEL L. JACKSON
CITY ATTORNEY

THEODORE H. KOBEY, JR.
ASSISTANT CITY ATTORNEY

WILLIAM P. CARNAZZO
ASSISTANT CITY ATTORNEY

CITY OF SACRAMENTO
CALIFORNIA

921 TENTH STREET
SUITE 700
SACRAMENTO, CA
95814-2717

PH 916-264-5346
FAX 916-264-7455

DEPUTY CITY ATTORNEYS
RICHARD F. ANTOINE
RICHARD E. ARCHIBALD
DIANE B. BALTER
CATHERINE H. BROWN
SHANA S. FABER
JOSEPH McINERNEY
KELLIE A. McNAIR
TAMARA MILLIGAN-HARMON
JOE ROBINSON

June 8, 1994

City Council
Sacramento, California

Honorable Members in Session:

SUBJECT:

Local Area Network, Computer Hardware and Software Upgrades for the City Attorney's Office; Four-Year Implementation Plan; Total Purchase Price Estimated at \$175,000.

LOCATION AND COUNCIL DISTRICT:

All Districts

RECOMMENDATION:

Staff recommends that Council adopt the attached resolution which authorizes the following: a) approves, in concept, multi-year upgrade program; b) the addition of a new project to the 1993-94 Capital Improvement Program; c) transfer of \$115,000 from the City Attorney's operating budget to the capital project budget; and d) the acquisition of hardware and software from the capital improvement project budget and the processing of requisitions through Purchasing.

CONTACT PERSON:

Samuel L. Jackson, City Attorney - 264-5346

FOR COUNCIL MEETING OF:

June 21, 1994

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SUMMARY:

The purpose of this report is to inform the Council that the City Attorney's Office proposes to upgrade the Office's local area network, to request Council's authorization to establish a capital improvement project and budget, for Purchasing to request bids, and to inform Council of our intent in the next fiscal year to present for their approval a contract for law office management software. The upgrades will enhance the ability of the City Attorney's Office to provide a better and higher quality of service to the City Council and to City Departments. Specifically, the upgrades increase automation capacity, improve document security, maintain the existing network with the City Clerk and City Treasurer, and develop additional capacity independent of that network. Additional hardware and software purchases are proposed to improve our communication with all departments via the City's Email (EMS), to install law office management software and improve our research resources.

The entire project implementation will take place during the remainder of this fiscal year and over the next three fiscal years. The cost for the entire project is estimated at \$175,000. This year the Office would fund approximately \$115,000 of the total from savings in our current approved budget transferred to the capital project. The source of these funds is salary savings due to several vacancies within the Department. The balance of the project would be incrementally funded at an annual rate of about \$30,000 over the next two or three years.

COMMITTEE/COMMISSION ACTION:

None

BACKGROUND INFORMATION:

Since its inception the local area network for the City Attorney's Office has been a joint network for the City Clerk's Office, City Treasurer's Office and City Attorney's Office, each having rights to one-third of a shared network server located in the City Clerk's Office.

To date this network has proven successful and efficient. However, the automation needs of the City Attorney's Office have grown. Our current systems include several manual steps for case management, assignment tracking and calendaring. The addition of software designed to automate these steps would increase efficiency and improve management of assignments and cases. Automating our legal research will result in more thorough and efficient research. In order to add necessary software for law office management and legal research, an additional

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server is required. Based upon an assessment performed by the Information/Communication Services Department, the City Attorney's Office is large enough, with 28 computers, to justify an independent network server and in-house support. The addition of this network server will also minimize or reduce any security risks associated with a shared local area network, while maintaining our link with the City Clerk and City Treasurer. We intend to add the in-house support function to the Office Administrator's duties. In conjunction with additional training, the Office Administrator would be able to assume the role of LAN system administrator. However, we would continue to look to the Information/Communication Services Department for technical support.

Additionally, the City Attorney's Office does not have direct access to EMS system. This causes a problem for other City Departments who easily access EMS and try to contact the City Attorney's Office via EMS. The City Manager's Office has requested that we do whatever we can to improve our access and use of EMS. The proposed upgrades will accomplish this task.

In conjunction with the Information/Communication Services Department, the Office compiled a four-phase purchase plan and a list of goals and objectives to be achieved by the plan. Attachment 1 is the list of goals and objectives and the proposed four-phase purchase plan for network upgrades.

FINANCIAL CONSIDERATIONS:

The total cost for these upgrades is estimated at \$175,000. The City Attorney's Office intends to fund approximately \$115,000 of this project by transferring savings from within our current departmental budget to the capital improvement project budget. It is our intent to fund the remainder of this project with existing resources within the City Attorney's budget over the next two or three fiscal years.

POLICY CONSIDERATIONS:

The recommendations contained in this report are consistent with and in furtherance of the goals of the City Council to reinvent our City government to provide the best and highest quality of service to City departments and the citizens of the City of Sacramento. In addition, the upgrades will enhance the ability of the City Attorney's office to provide such services on a more cost effective basis.

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MBE/WBE:


Requisitions will be sent to Purchasing for bid requests. Purchasing will solicit bids pursuant to Title 58 of the City Code regarding MBE/WBE requirements.

Respectfully submitted,



SAMUEL L. JACKSON
City Attorney

Recommendation Approved:



City Manager

CITY ATTORNEY'S OFFICE
PROPOSED MULTI-YEAR
COMPUTER UPGRADE PROGRAM

GOALS AND OBJECTIVES

1. Increase capacity, security and independence of our network by installing a file server in our office. Provide in-house network support by training Office Administrator in Novell Network administration. Achieved by Phase I, Item 1.
2. Increase capacity to use existing and new software. Achieved by Phase I, Item 2.
3. Maintain network link to the City Clerk's and City Treasurer's offices. Achieved by leaving in tact the connection to Clerk's server. No new hardware required.
4. Bring legal research resources in-house for faster and more thorough research, reduce the demand for library space, and reduce cost and reliance on outside services. Achieved with the purchase of law books on CD ROM. (See Phase I, Item 5.)
5. Assign responsibility and accountability for caseload through automation and re-engineer our manual management systems (i.e., lists of files, case assignment lists, etc.) using specialized software. Achieved with CityLaw software. (See Phases II through IV.)
6. Make access to the mainframe and the EMS system as convenient as possible and encourage the use of EMS and mainframe programs. Achieved with Gateway Connection. (See Phase II, Item 2.)

COST SUMMARY

Phase I (Fiscal Year 93-94)

1.	Purchase File Server, Software Licenses, Printer Server, Administrator Work Station (redundant server), and Training	\$25,000
2.	Purchase 24 Novell Workstations	72,000
3.	WordPerfect 6.0	2,500
4.	HP Laserjet IV printer, cabling and connectors	3,000
5.	Law books on CD ROM (purchase price and hardware)	<u>12,000</u>
	TOTAL - PHASE I	\$114,500

Phase II (Fiscal Year 94-95)

1.	CityLaw (10% of total contract \$3,000; 30% of module at implementation/training \$9,000; maintenance and support for 6 months \$2,100)	14,100
2.	Gateway Connection to Mainframe	<u>20,000</u>
	TOTAL - PHASE II	\$34,100

Phase III (Fiscal Year 95-96)

1.	CityLaw (second installment - 30% of module at first year anniversary \$9,000; annual maintenance and support \$4,175)	\$13,175
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Phase IV (Fiscal Year 96-97)

1.	CityLaw (final installment - 30% of module at second year anniversary \$9,000; annually maintenance and support \$4,175)	\$13,175
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GRAND TOTAL **\$174,950**

RESOLUTION NO. 94-388

ADOPTED BY THE SACRAMENTO CITY COUNCIL

ON DATE OF _____

APPROVED
BY THE CITY COUNCIL

JUN 21 1994

OFFICE OF THE
CITY CLERK

**RESOLUTION AUTHORIZING THE CITY ATTORNEY'S OFFICE
TO PROCEED WITH ACQUISITIONS FOR
COMPUTER EQUIPMENT UPGRADES**

BE IT RESOLVED BY THE COUNCIL OF THE CITY OF SACRAMENTO, that:

1. The City Attorney's report dated June 8, 1994, and the multi-year acquisition plan proposed therein, are conceptually approved.
2. The addition of a Capital Improvement Project to the 1993-94 Capital Improvement Program, titled City Attorney Computer Equipment Upgrades (101-500-AXXX-4462) is approved.
3. The City Attorney Computer Equipment Upgrade Capital Improvement Project budget is established by 1) defunding the City Attorney operating budget--101-050-0500-4101 by [\$115,000] and 2) appropriating funds in the project budget--101-500-AXXX-4462 \$115,000.
4. The City Attorney is authorized to acquire hardware and software from the capital improvement project budget and to process the necessary requisitions for those items.

MAYOR

ATTEST:

CITY CLERK

FOR CITY CLERK USE ONLY

RESOLUTION NO.: _____

DATE ADOPTED: _____