

RESOLUTION NO. 98-23

**A RESOLUTION OF THE RIDGECREST CITY  
COUNCIL APPROVING AN INCREASE TO  
THE MANAGEMENT INFORMATION  
SYSTEMS (MIS) BUDGET IN THE AMOUNT  
OF \$42,000 TO COMPLETE THE YEAR 2000  
COMPLIANCE PROJECT**

**WHEREAS**, the MIS staff has solicited competitive requests through the State of California's Master Services Agreement *Project Year 2000* to review, inventory, and recommend a solution for the City computer and embedded systems; and

**WHEREAS**, all City computer systems to be Year 2000 compliant in accordance with standards listed in Exhibit A. The MIS staff believes the final phase of this project needs to be implemented by June 30, 1998; and

**WHEREAS**, the City Finance Committee has reviewed and recommended the budget increase.

**NOW, THEREFORE, BE IT RESOLVED** that the City Council of the City of Ridgecrest does hereby approve the completion of the Year 2000 compliance project and authorizes a budget increase in the amount of \$42,000 from the General Fund Reserves.

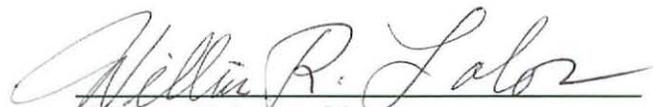
**APPROVED AND ADOPTED** this 6th day of May, 1998, by the following vote:

AYES: Mayor Lalor, Council Members Auld and Carter.

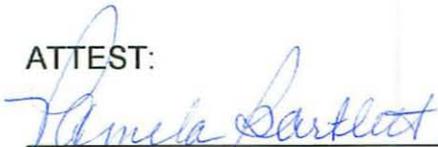
NOES: None.

ABSTAIN: None.

ABSENT: Council Member Morgan.

  
\_\_\_\_\_  
William R. Lalor, Mayor

ATTEST:

  
\_\_\_\_\_  
Pamela Bartlett, CMC  
City Clerk



## EXHIBIT A

### YEAR 2000 PROJECT SUMMARY

April 8, 1998

CTA was contracted to conduct a complete analysis of the City's computer & embedded systems (i.e. telephone or building systems) in order to determine if these systems could properly accommodate the Year 2000. Their effort included providing the City with a complete inventory, assessment, and recommended solution for attaining Year 2000 compliance on all systems. Also included in this study was a recommended plan of action for upgrading all personal computer (PC) systems to a Windows 95 environment. CTA has completed their analysis and the results are summarized as follows:

#### Embedded Systems:

All of the City's embedded systems are Year 2000 compliant and no action is necessary.

#### Computer Systems:

There are a total of 72 computer systems owned by the City. Of that total, 33 are located in the Police Department.

#### City:

There are 39 computer systems located in City Departments other than the Police Department. CTA recommends that 20 of these systems be replaced and 12 be upgraded. However, since not all of these systems are currently being used, MIS staff recommends that only 11 be replaced and approximately 8 be upgraded\*.

*\*This number may vary slightly as CTA cannot guarantee that these systems will upgrade without hardware compatibility problems. If significant compatibility problems arise, it may become more cost effective to replace the system.*

#### Police:

Of the 33 PC's located in the Police Department, CTA recommends that 16 be replaced and 15 be upgraded. Since the Police Department has already implemented a

replacement cycle for their PC systems and states that all systems will be compliant by the Year 2000, we have excluded these systems from our cost estimates.

### Computer Standards:

Implementation of a computer standard is necessary in order to maximize system / software compatibility and reduce the costs associated with administrative maintenance of the City's computer system. Such standards also reduce the amount of training required of Management Information System (MIS) staff by allowing them to specialize in one particular type of system. Further, such specialization also greatly reduces the time MIS staff spends troubleshooting computer problems. The recommended standard is as follows:

- IBM Systems only
  - Minimum requirements:
    - 200 MHz Pentium II Processor with MMX
    - 2.5 GB Hard Drive
    - CD-ROM
    - 32 MB RAM
    - IBM 10 BaseT Ethernet Card
- Office 97
  - Includes Word, Excel, PowerPoint, & Access. Package is most widely used office program with approximately 75% of the market.
- Windows 95 (free upgrade to 98 when released)

CTA commented on the possible use of Windows®NT. After careful review of the City's needs and the capabilities of this operating system, it is the recommendation of MIS staff they we do not migrate to Windows®NT at this time. The City does not currently have any staff that is knowledgeable in the administration of this relatively complicated system. Further, based on the City's current usage of computer systems, it would be difficult to justify the additional time and money that Windows®NT would require.

### Estimated Project Completion Cost:

*This estimate does not include the recommendations for the Police Department as they have indicated they will complete their conversion on their own.*

Hardware (11 PC's):	\$ 14,500	IBM 200 MHz, 32MB RAM, 2.5 GB HD, 24X CD
Hardware Upgrades:	1,200	Hard Drive & RAM Upgrades
Software:	5,000	Office 97, Norton Anti-Virus (25 user licenses)
Labor (CTA):	20,500	
Training:	300	Word 97 Training <sup>a</sup>
Shipping:	<u>200</u>	
Total Cost Est:	\$ 41,700	

<sup>a</sup> All other training (Excel & Windows 95) will be done in-house by MIS staff.

Note:

Word Perfect Suite \$ 3,000 \*

\* As noted earlier, the recommended office package is MS Office 97 which includes Word, Excel, PowerPoint & Access. This software is fully integrated to work together & provides maximum compatibility. Purchasing Word Perfect will add an unnecessary expense of \$3,000 to this project as well as decrease compatibility between users. Word Perfect is no longer sold separately; it's sold as a package unit with Quatro Pro & Corel Presentations. Although many of the City's files were created as Word Perfect documents, the conversion to MS Word should not be a problem. Training will be provided to all users as part of this project.

Comments:

It is the recommendation of MIS staff that we adopt the previous discussed computer standard and proceed with CTA's recommended plan of action. Because Windows 95 and Windows 3.11 are not compatible, this entire conversion must be done simultaneously so that users will be able to continue sharing files.