

Appendix 1E: Other Submission Forms

2009 Budget Request Summary and Detailed Submission Forms

Other - 2009 Basic Capital Budget Requests (\$000's)								
Ref #	Department	Operating Funding	Debenture Funding	Financial Limit Funding	DCL / CAC Funding	2009 Request	Other Funding	Gross Funding
I	LIBRARY	530	60	590	0	590	0	590
J	PUBLIC SAFETY - FIRE & RESCUE	0	795	795	0	795	100	895
K	PUBLIC SAFETY - POLICE	0	3,535	3,535	0	3,535	0	3,535
U	OTHER / INFORMATION TECHNOLOGY	3,635	0	3,635	0	3,635	0	3,635
<b>TOTAL 2009 REQUEST</b>		4,165	4,390	8,555	0	8,555	100	8,655

## 2009 BASIC CAPITAL BUDGET (BCB) REQUEST

OTHER		Operating	Debenture	DCL/CAC	TOTAL	External /	2009
Ref #	Program / Sub-program / Project	Funding	Funding	Funding	CITY	Other	Gross Budget
	<b>LIBRARY</b>						
I1	<b>Central and Branch Libraries</b>						
I1a	Branch Renovations		\$60		\$60		\$60
I1b	RFID Conversion	\$530			\$530		\$530
I1	<b>Total Central and Branch Libraries</b>	\$530	\$60	\$0	\$590	\$0	\$590
I9	<b>Debenture Costs</b>		\$1		\$1		\$1
	<b>TOTAL LIBRARY</b>	<b>\$530</b>	<b>\$61</b>	<b>\$0</b>	<b>\$591</b>	<b>\$0</b>	<b>\$591</b>
	<b>PUBLIC SAFETY - FIRE &amp; RESCUE</b>						
J2	<b>Firehalls</b>						
J2a	Replacement of Fuel Tanks and Generators		\$795		\$795	\$100	\$895
J2	<b>Total Firehalls</b>	\$0	\$795	\$0	\$795	\$100	\$895
J9	<b>Debenture Costs</b>		\$6		\$6		\$6
	<b>TOTAL FIRE &amp; RESCUE</b>	<b>\$0</b>	<b>\$801</b>	<b>\$0</b>	<b>\$801</b>	<b>\$100</b>	<b>\$901</b>
	<b>PUBLIC SAFETY - POLICE SERVICES</b>						
K1	<b>Police Facilities</b>						
K1b	Property and Forensic Storage Facility		\$3,535		\$3,535		\$3,535
K1	<b>Total Police Facilities</b>	\$0	\$3,535	\$0	\$3,535	\$0	\$3,535
K9	<b>Debenture Costs</b>		\$42		\$42		\$42
	<b>TOTAL POLICE SERVICES</b>	<b>\$0</b>	<b>\$3,577</b>	<b>\$0</b>	<b>\$3,577</b>	<b>\$0</b>	<b>\$3,577</b>
	<b>OTHER / INFORMATION TECHNOLOGY</b>						
U5	<b>Information Technology</b>						
K6a	Digital Interview Software and Storage	\$150			\$150		\$150
W9	Life Cycle Modelling and Long Range Financial Forecasting	\$600			\$600		\$600
U7b	Electronic Records and Document Management System (VanDocs)	\$2,885			\$2,885		\$2,885
	<b>TOTAL OTHER / INFORMATION TECHNOLOGY</b>	<b>\$3,635</b>	<b>\$0</b>	<b>\$0</b>	<b>\$3,635</b>	<b>\$0</b>	<b>\$3,635</b>
	<b>Sub-total excluding debenture costs</b>	<b>\$4,165</b>	<b>\$4,390</b>	<b>\$0</b>	<b>\$8,555</b>	<b>\$100</b>	<b>\$8,655</b>
	<b>Debenture Costs</b>		\$49		\$49		\$49
	<b>TOTAL OTHER</b>	<b>\$4,165</b>	<b>\$4,439</b>	<b>\$0</b>	<b>\$8,604</b>	<b>\$100</b>	<b>\$8,704</b>

# 2009 BASIC CAPITAL BUDGET (BCB) REQUEST

CAPITAL PLAN REFERENCE #

I1a

## TO BE COMPLETED BY CORPORATE BUDGET SERVICES or ENGINEERING BUDGETS & ADMINISTRATION

PROGRAM		PROJECT / WBS	
ASSET CLASS			

## TO BE COMPLETED BY DEPARTMENT / DIVISION / BRANCH

DEPARTMENT	Library Board
DIVISION / BRANCH	Central Library
PROGRAM	Central Library
SUB-PROGRAM / PROJECT	Central Library - Branch Renewal
DESCRIPTION	Renovations to the flooring and movable wall in the lower level of the Central library.

## SUB-PROGRAM / PROJECT BUDGET & SOURCES OF FUNDING

GROSS BUDGET for 2009	EXTERNAL FUNDING for 2009	OTHER FUNDING for 2009	2009 BASIC CAPITAL BUDGET REQUEST			Funding Approved in Advance of 2009 BCB
			DCL/CAC FUNDING	REVENUE / DEBENTURE FUNDING	TOTAL (incl. Advance Funding)	
\$60,000	\$ 0	\$ 0	\$	\$60,000	\$60,000	\$
<b>GROSS BUDGET - SUB-PROGRAM / PROJECT</b>			<b>EXTERNAL FUNDING (Secured)</b>			
Direct Labour			\$	Other Levels of Government		\$
Materials			\$	Property Owners		\$
Equipment			\$	Other (specify below)		
Contract			\$60,000			\$
Overhead			\$			\$
Other (specify below)						\$ 0
			\$	<b>OTHER FUNDING (specify below; e.g., CFF)</b>		
			\$			\$
			\$			\$
			\$60,000			\$ 0
<b>CASH FLOW / SPENDING TIMELINE <sup>1</sup></b>			2009	2010	2011+	Total
			\$60,000	\$	\$	\$60,000
<b>COMMENTS</b>						

<sup>1</sup> Anticipated timing of cash spending for 2009 Gross Budget total

## COST SAVINGS & OTHER BENEFITS

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## IMPACT ON OPERATING BUDGET

Added Basic	2009	\$0	2010	\$0	2011	\$0	2012	\$0	2013	\$0
Comments										

## SUB-PROGRAM / PROJECT INFORMATION

<b>OBJECTIVES</b>
To start the renewal of the lower level of the Central Library.
<b>SCOPE OF WORK / DELIVERABLES</b>
The existing carpet in the Alma vanDusen and Peter Kaye rooms on the lower level will be replaced with bamboo or other hardwood. In addition,

## 2009 BASIC CAPITAL BUDGET (BCB) REQUEST

the movable wall between these two rooms will be refurbished.

OTHER DEPARTMENTS / DIVISIONS / BRANCHES INVOLVED *(if applicable)*

TIMELINE

Start (mm/yy)

June, 2009

Completion (mm/yy)

September, 2009

### IMPACT OF DELAY

The building is 14 years old and these rooms need refurbishing. If this project is delayed, additional cleaning and repairs may be needed on the worn out and dirty carpeting.

# 2009 BASIC CAPITAL BUDGET (BCB) REQUEST

CAPITAL PLAN REFERENCE #

I1b

## TO BE COMPLETED BY CORPORATE BUDGET SERVICES or ENGINEERING BUDGETS & ADMINISTRATION

PROGRAM		PROJECT / WBS	
ASSET CLASS			

## TO BE COMPLETED BY DEPARTMENT / DIVISION / BRANCH

DEPARTMENT	Library Board
DIVISION / BRANCH	Library
PROGRAM	Radio Frequency Identification
SUB-PROGRAM / PROJECT	Library RFID
DESCRIPTION	Retagging of the VPL collection, purchase of RFID-based self-service equipment, transition costs, and renovation costs

## SUB-PROGRAM / PROJECT BUDGET & SOURCES OF FUNDING

GROSS BUDGET for 2009	EXTERNAL FUNDING for 2009	OTHER FUNDING for 2009	2009 BASIC CAPITAL BUDGET REQUEST			Funding Approved in Advance of 2009 BCB
			DCL/CAC FUNDING	REVENUE / DEBENTURE FUNDING	TOTAL (incl. Advance Funding)	
\$530,000	\$ 0	\$ 0	\$	\$530,000	\$530,000	\$

GROSS BUDGET - SUB-PROGRAM / PROJECT		EXTERNAL FUNDING (Secured)	
Direct Labour	\$140,000	Other Levels of Government	\$
Materials	\$390,000	Property Owners	\$
Equipment	\$	Other (specify below)	
Contract	\$		\$
Overhead	\$		\$
Other (specify below)			\$ 0
	\$	OTHER FUNDING (specify below; e.g., CFF)	
	\$		\$
	\$		\$
	\$530,000		\$ 0

CASH FLOW / SPENDING TIMELINE <sup>1</sup>	2009	\$450,000	2010	\$80,000	2011+	\$	Total	\$530,000
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COMMENTS	\$390,000 worth of RFID tags will be purchased in 2009. Staff will start to tag the collection in the later part of 2009 and early 2010. The 2010 Basic capital request will seek the remaining funds for the tagging and some equipment.
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<sup>1</sup> Anticipated timing of cash spending for 2009 Gross Budget total

## COST SAVINGS & OTHER BENEFITS

## IMPACT ON OPERATING BUDGET

Added Basic	2009	\$0	2010	\$0	2011	\$0	2012	\$0	2013	\$0
Comments	There will be no impact on the operating budget as a result of this phase of the project.									

## SUB-PROGRAM / PROJECT INFORMATION

OBJECTIVES	
	To implement RFID at the library.

## 2009 BASIC CAPITAL BUDGET (BCB) REQUEST

### SCOPE OF WORK / DELIVERABLES

RFID tags to be placed on the library collection.

### OTHER DEPARTMENTS / DIVISIONS / BRANCHES INVOLVED *(if applicable)*

### TIMELINE

Start (mm/yy)

September, 2009

Completion (mm/yy)

March, 2010

### IMPACT OF DELAY

If funds are not approved, this project will need to wait until the approval of the 2010 Basic Capital Budget in May 2010 before proceeding.

# 2009 BASIC CAPITAL BUDGET (BCB) REQUEST

CAPITAL PLAN REFERENCE #

J2a

## TO BE COMPLETED BY CORPORATE BUDGET SERVICES or ENGINEERING BUDGETS & ADMINISTRATION

PROGRAM		PROJECT / WBS	
ASSET CLASS			

## TO BE COMPLETED BY DEPARTMENT / DIVISION / BRANCH

DEPARTMENT	Vancouver Fire & Rescue Services
DIVISION / BRANCH	Operations
PROGRAM	FireHalls - Fuel Tanks and Generators
SUB-PROGRAM / PROJECT	
DESCRIPTION	Above-ground fuel tank and generator at each firehall in Vancouver to ensure the firehalls remain operational during emergencies.

## SUB-PROGRAM / PROJECT BUDGET & SOURCES OF FUNDING

GROSS BUDGET for 2009	EXTERNAL FUNDING for 2009	OTHER FUNDING for 2009	2009 BASIC CAPITAL BUDGET REQUEST			Funding Approved in Advance of 2009 BCB				
			DCL/CAC FUNDING	REVENUE / DEBENTURE FUNDING	TOTAL (incl. Advance Funding)					
\$895,000	\$ 0	\$100,000	\$	\$795,000	\$795,000	\$				
<b>GROSS BUDGET - SUB-PROGRAM / PROJECT</b>			<b>EXTERNAL FUNDING (Secured)</b>							
Direct Labour		\$	Other Levels of Government			\$				
Materials		\$	Property Owners			\$				
Equipment		\$	Other (specify below)							
Contract		\$				\$				
Overhead		\$				\$				
Other (specify below)						\$ 0				
TBD by Facilities		\$895,000	<b>OTHER FUNDING (specify below; e.g., CFF)</b>							
		\$	Reallocation from Fire's unallocated Capital (Capital order 30007226)			\$100,000				
		\$				\$				
		\$895,000				\$100,000				
<b>CASH FLOW / SPENDING TIMELINE <sup>1</sup></b>			2009	\$671,000	2010	\$224,000	2011+	\$	Total	\$895,000
<b>COMMENTS</b>			The work is scheduled to commence in the third quarter of 2009 with completion in March 2010. The cash flow/spending will be a split of 75%/25% over 2009/2010 with 25% spend in Q3 of 2009, 50% in Q4 of 2009 and 25% in Q1 of 2010.							

<sup>1</sup> Anticipated timing of cash spending for 2009 Gross Budget total

## COST SAVINGS & OTHER BENEFITS

The benefits of the project include the ability to maintain operations and provide Emergency Reception services during power outages. The replacement of in-ground fuel tanks with above-ground tanks will also mitigate soil contamination risks.

## IMPACT ON OPERATING BUDGET

Added Basic	2009	\$	2010	\$10,000	2011	\$10,000	2012	\$10,000	2013	\$10,000
Comments	Yearly maintenance costs required for the generators (\$500 per generator; \$8,000 total per year) and fuel tanks (\$900 per fuel tank; \$2,000 total per year). Maintenance includes changing dessicant filters for the fuel tanks, along with routine maintenance and inspections. The generators require annual maintenance and repairs to maintain optimal performance.									

## 2009 BASIC CAPITAL BUDGET (BCB) REQUEST

### SUB-PROGRAM / PROJECT INFORMATION

#### OBJECTIVES

Functional fuel tank and generator at each Firehall in Vancouver to ensure the Halls remain operational during emergencies. As an Emergency Services Agency, Vancouver Fire and Rescue must maintain disaster-resistant Firehalls, so that in the event of short or long-term emergencies, the Firehalls would continue to function with alternate power sources, with the capability of refueling vehicles.

Vancouver Fire and Rescue's goal is to have twenty earthquake-resistant Firehalls fully self-sufficient with fuel for vehicles and back-up power from an on-site generator. In any high-level emergency, these Firehalls would be Emergency Reception Centres for each of their surrounding neighbourhoods, and might well be the only buildings with power, lights and emergency communications in many neighbourhoods.

#### SCOPE OF WORK / DELIVERABLES

Replace Fuel Tanks and Generators:

Fuel Tank for Firehall 9 at 1805 Victoria Drive	\$150,000
Fuel Tank for Firehall 21 at 5425 Carnarvan Street	\$150,000
Generator for Firehall 2 at 199 Main Street	\$85,000
Generator for Firehall 6 at 1001 Nicola Street	\$85,000
Generator for Firehall 9 at 1805 Victoria Drive	\$85,000
Generator for Firehall 12 at 2460 Balaclava Street	\$85,000
Generator for Firehall 17 at 7070 Knight Street	\$85,000
Generator for Firehall 19 at 4396 West 12 <sup>th</sup> Avenue	\$85,000
Generator for Firehall 21 at 5425 Carnarvan Street	\$85,000
Sub-Total	\$895,000

Less Existing Capital Funding (\$100,000)

Total \$795,000

The timeline for the Project is as follows:

Jun 2009	Tender Project Manager and award contract
Jul 2009	Programming requirements and tendering for consultants
Aug 2009	Council submission and approval of Award of consultant contracts and coordination
Sep 2009	Design
Nov 2009	Tender for construction, analyze, and submit to Council for approval
Dec 2009	Council approval and award of construction contract
Jan 2010	Commence construction
Mar 2010	Completion

#### OTHER DEPARTMENTS / DIVISIONS / BRANCHES INVOLVED *(if applicable)*

Facilities

<b>TIMELINE</b>	Start (mm/yy)	June, 2009	Completion (mm/yy)	March, 2010
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#### IMPACT OF DELAY

The replacement of the fuel tanks and generators will provide Vancouver firefighters with better ability to respond in case of emergency situations arising during and around the Olympics. Conversely, in case of an emergency situation, not having a source of fuel or a generator available at the Fire Hall could prove to be a hindrance in providing efficient emergency service.



# 2009 BASIC CAPITAL BUDGET (BCB) REQUEST

CAPITAL PLAN REFERENCE #

K1b

## TO BE COMPLETED BY CORPORATE BUDGET SERVICES or ENGINEERING BUDGETS & ADMINISTRATION

PROGRAM		PROJECT / WBS	
ASSET CLASS			

## TO BE COMPLETED BY DEPARTMENT / DIVISION / BRANCH

DEPARTMENT	Vancouver Police Department
DIVISION / BRANCH	Support Services - Facilities Department
PROGRAM	K1- Public Safety - Police Services
SUB-PROGRAM / PROJECT	Property and Forensic Storage Facility
DESCRIPTION	Construct a property office and forensic storage facility at the Glen Drive site

## SUB-PROGRAM / PROJECT BUDGET & SOURCES OF FUNDING

GROSS BUDGET for 2009	EXTERNAL FUNDING for 2009	OTHER FUNDING for 2009	2009 BASIC CAPITAL BUDGET REQUEST			Funding Approved in Advance of 2009 BCB		
			DCL/CAC FUNDING	REVENUE / DEBENTURE FUNDING	TOTAL (incl. Advance Funding)			
\$3,535,000	\$ 0	\$ 0	\$0	\$3,535,000	\$3,535,000	\$		
GROSS BUDGET - SUB-PROGRAM / PROJECT			EXTERNAL FUNDING ( <i>Secured</i> )					
Direct Labour			\$	Other Levels of Government		\$		
Materials			\$	Property Owners		\$		
Equipment			\$	Other ( <i>specify below</i> )				
Contract			\$3,500,000			\$		
Overhead			\$35,000			\$		
Other ( <i>specify below</i> )						\$ 0		
			\$	OTHER FUNDING ( <i>specify below; e.g., CFF</i> )		\$		
			\$			\$		
			\$			\$		
			\$3,535,000			\$ 0		
<b>CASH FLOW / SPENDING TIMELINE <sup>1</sup></b>								
	2009	\$2,000,000	2010	\$1,535,000	2011+	\$	Total	\$3,535,000
COMMENTS	Design development will occur in 2009 with construction commencing in 2010							

<sup>1</sup> Anticipated timing of cash spending for 2009 Gross Budget total

## COST SAVINGS & OTHER BENEFITS

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## IMPACT ON OPERATING BUDGET

Added Basic	2009	\$0	2010	\$0	2011	\$567,000	2012	\$	2013	\$
Comments	The impact on the operating budget has not been determined yet as the design is in concept stage only. Gross operating expenses for base building maintenance and operations is estimated at \$567,000. There will be an offset from the elimination of maintenance of the existing police garage at 342 Alexander. VPD may have additional operating costs associated with the move of staff from existing facilities.									

## SUB-PROGRAM / PROJECT INFORMATION

OBJECTIVES	
	To construct a new property office, forensic storage and vehicle forensic bays to consolidate property and evidence storage in one facility mitigating the potential risk to the chain of custody process and provide a proper environment for the storage of evidence.

# 2009 BASIC CAPITAL BUDGET (BCB) REQUEST

## SCOPE OF WORK / DELIVERABLES

Design and construction of the Property Office and Forensic Storage facility addition at the 2010 Glen Drive campus is estimated to cost \$30,300,000. The design will be completed in 2009 with a possible overlap into 2010. Upon design completion, Staff will report back to Council with an updated construction budget, and request for funding.

The overall scope of this work includes:

- completion of detailed design
- preparation of drawings, construction tender documents, and construction contract documents
- construction and fit-out of the facility

## OTHER DEPARTMENTS / DIVISIONS / BRANCHES INVOLVED *(if applicable)*

Facilities Design & Management

## TIMELINE

Start (mm/yy)

June, 2009

Completion (mm/yy)

May, 2010

## IMPACT OF DELAY

The current decentralized approach to evidence and property storage places the chain-of-evidence process and physical safeguarding of evidence at significant risk. VPD property and evidence are currently stored in facilities that have no fire suppression equipment and are not post-disaster rated. Recent advances in DNA technology are expected to increase the quantity and storage duration requirements for this evidence. The current storage facilities are unacceptable and have been identified as sub-standard in recent audits and consultant reviews.

# 2009 BASIC CAPITAL BUDGET (BCB) REQUEST

CAPITAL PLAN REFERENCE #

K6A

## TO BE COMPLETED BY CORPORATE BUDGET SERVICES or ENGINEERING BUDGETS & ADMINISTRATION

PROGRAM		PROJECT / WBS	
ASSET CLASS			

## TO BE COMPLETED BY DEPARTMENT / DIVISION / BRANCH

DEPARTMENT	Police
DIVISION / BRANCH	Support Services/ Information Technology
PROGRAM	
SUB-PROGRAM / PROJECT	
DESCRIPTION	Digital Interview Software and Storage

## SUB-PROGRAM / PROJECT BUDGET & SOURCES OF FUNDING

GROSS BUDGET for 2009	EXTERNAL FUNDING for 2009	OTHER FUNDING for 2009	2009 BASIC CAPITAL BUDGET REQUEST			Funding Approved in Advance of 2009 BCB		
			DCL/CAC FUNDING	REVENUE / DEBENTURE FUNDING	TOTAL (incl. Advance Funding)			
\$150,000	\$ 0	\$ 0	\$	\$150,000	\$150,000	\$		
<b>GROSS BUDGET - SUB-PROGRAM / PROJECT</b>			<b>EXTERNAL FUNDING (Secured)</b>					
Direct Labour			\$	Other Levels of Government		\$		
Materials			\$	Property Owners		\$		
Equipment			\$	Other (specify below)				
Contract			\$			\$		
Overhead			\$			\$		
Other (specify below)						\$ 0		
Hardware, software, viewing stations, SAN and disk space, interview rooms			\$150,000	<b>OTHER FUNDING (specify below; e.g., CFF)</b>				
			\$			\$		
			\$			\$		
			\$150,000			\$ 0		
<b>CASH FLOW / SPENDING TIMELINE <sup>1</sup></b>								
	2009	\$150,000	2010	\$0	2011+	\$0	Total	\$150,000
<b>COMMENTS</b>								

<sup>1</sup> Anticipated timing of cash spending for 2009 Gross Budget total

## COST SAVINGS & OTHER BENEFITS

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## IMPACT ON OPERATING BUDGET

Added Basic	2009	\$17,433	2010	\$17,433	2011	\$17,433	2012	\$17,433	2013	\$17,433
Comments	Maintenance cost for interview rooms, viewer stations and SAN storage.									

## SUB-PROGRAM / PROJECT INFORMATION

<b>OBJECTIVES</b>
To implement a system to digitally capture all investigative interviews, maintaining the integrity of the interview for court disclosure as well as offering investigators the ability to select or adapt portions of the interviews for release, to record notes within the interview, and to facilitate distributed viewing of interviews. The project also includes the electronic storage and retention of all interviews.

# 2009 BASIC CAPITAL BUDGET (BCB) REQUEST

## SCOPE OF WORK / DELIVERABLES

Select, purchase and implement a system that will digitally record all investigative interviews and provide electronic storage and retention of all recorded interviews.

## OTHER DEPARTMENTS / DIVISIONS / BRANCHES INVOLVED *(if applicable)*

### TIMELINE

Start (mm/yy)

June, 2009

Completion (mm/yy)

December, 2009

### IMPACT OF DELAY

Increased risk of damage or loss of interview recordings/data.

# 2009 BASIC CAPITAL BUDGET (BCB) REQUEST

CAPITAL PLAN REFERENCE #

W9

## TO BE COMPLETED BY CORPORATE BUDGET SERVICES or ENGINEERING BUDGETS & ADMINISTRATION

PROGRAM		PROJECT / WBS	
ASSET CLASS			

## TO BE COMPLETED BY DEPARTMENT / DIVISION / BRANCH

DEPARTMENT	Facilities Design & Management
DIVISION / BRANCH	Facilities Development
PROGRAM	U5 - Information Technology
SUB-PROGRAM / PROJECT	Recapitalization Planning Software
DESCRIPTION	Acquire and implement a software application to provide life cycle modelling and long-range financial forecasting of facility asset requirements

## SUB-PROGRAM / PROJECT BUDGET & SOURCES OF FUNDING

GROSS BUDGET for 2009	EXTERNAL FUNDING for 2009	OTHER FUNDING for 2009	2009 BASIC CAPITAL BUDGET REQUEST			Funding Approved in Advance of 2009 BCB
			DCL/CAC FUNDING	REVENUE / DEBENTURE FUNDING	TOTAL (incl. Advance Funding)	
\$600,000	\$ 0	\$ 0	\$0	\$600,000	\$600,000	\$0

GROSS BUDGET - SUB-PROGRAM / PROJECT	EXTERNAL FUNDING (Secured)
Direct Labour	\$
Materials	\$
Equipment	\$
Contract	\$600,000
Overhead	\$
Other (specify below)	\$ 0
	\$
	\$
	\$
	\$600,000

CASH FLOW / SPENDING TIMELINE <sup>1</sup>	2009	\$600,000	2010	\$0	2011+	\$0	Total	\$600,000
COMMENTS	Project to be phased over 2 years with the bulk of work completed late 2009 and spring 2010							

<sup>1</sup> Anticipated timing of cash spending for 2009 Gross Budget total

## COST SAVINGS & OTHER BENEFITS

## IMPACT ON OPERATING BUDGET

Added Basic	2009	\$150,000	2010	\$158,000	2011	\$158,000	2012	\$158,000	2013	\$158,000
Comments	The operating cost impacts are \$150,000 for software licenses and maintenance/support in the first year and \$158,000 per year over the next 5 years									

## SUB-PROGRAM / PROJECT INFORMATION

OBJECTIVES	
To provide a software functionality to support the planning, development, and implementation of a multi-year capital maintenance program for the City's capital assets. This software application will also provide the tools to generate more effective long-range financial forecasts of recapitalization needs of the City's building assets.	

# 2009 BASIC CAPITAL BUDGET (BCB) REQUEST

## SCOPE OF WORK / DELIVERABLES

The scope of this project will include:

### Phase 1 (2009)

- identification and evaluation of software application proposals
- acquisition and installation of additional servers, if required
- data base construction and installation of the selected software

### Phase 2 (2010 - funding to be requested in 2010 Basic Capital)

- collection of asset data
- inputting and/or conversion of data
- staff training

## OTHER DEPARTMENTS / DIVISIONS / BRANCHES INVOLVED *(if applicable)*

Information Technology

### TIMELINE

Start (mm/yy)

June, 2009

Completion (mm/yy)

August, 2010

### IMPACT OF DELAY

Facilities Design & Management does not currently have an effective long-range Recapitalization Plan, the capability to generate life cycle models, or the capability to forecast long-range capital maintenance requirements for its building/equipment/systems assets. Delays in implementing an effective recapitalization plan potentially places the City's building assets at risk in terms of accelerated deterioration of structures, advancement of capital replacement costs, increased liability, higher premium costs for emergency repairs, and negative impacts on facility operations. The current manual methods of managing a Recapitalization Plan for the City are ineffective, labour intensive, and lack the proper reporting functionality.

# 2009 BASIC CAPITAL BUDGET (BCB) REQUEST

CAPITAL PLAN REFERENCE #

U7b

## TO BE COMPLETED BY CORPORATE BUDGET SERVICES or ENGINEERING BUDGETS & ADMINISTRATION

PROGRAM		PROJECT / WBS	
ASSET CLASS			

## TO BE COMPLETED BY DEPARTMENT / DIVISION / BRANCH

DEPARTMENT	City Managers Office
DIVISION / BRANCH	City Clerks
PROGRAM	Access Vancouver
SUB-PROGRAM / PROJECT	ERDMS - Electronic Records and Document Management System (VanDocs)
DESCRIPTION	Installation and City-wide deployment of VanDocs ERDMS software

## SUB-PROGRAM / PROJECT BUDGET & SOURCES OF FUNDING

GROSS BUDGET for 2009	EXTERNAL FUNDING for 2009	OTHER FUNDING for 2009	2009 BASIC CAPITAL BUDGET REQUEST			Funding Approved in Advance of 2009 BCB		
			DCL/CAC FUNDING	REVENUE / DEBENTURE FUNDING	TOTAL (incl. Advance Funding)			
\$2,885,000	\$ 0	\$ 0	\$	\$2,885,000	\$2,885,000	\$1,100,000		
<b>GROSS BUDGET - SUB-PROGRAM / PROJECT</b>			<b>EXTERNAL FUNDING (Secured)</b>					
Direct Labour		\$1,000,000	Other Levels of Government		\$			
Materials		\$20,000	Property Owners		\$			
Equipment		\$15,000	Other (specify below)					
Contract		\$700,000			\$			
Overhead		\$50,000			\$			
Other (specify below)					\$ 0			
Software (licenses purchased in 2008 with 2009 advance funding)		\$1,100,000	<b>OTHER FUNDING (specify below; e.g., CFF)</b>					
		\$			\$			
		\$			\$			
		\$2,885,000			\$ 0			
<b>CASH FLOW / SPENDING TIMELINE <sup>1</sup></b>								
	2009	\$2,885,000	2010	\$	2011+	\$	Total	\$2,885,000
<b>COMMENTS</b>								

<sup>1</sup> Anticipated timing of cash spending for 2009 Gross Budget total

## COST SAVINGS & OTHER BENEFITS

Improved ability to file, find and share information across the City and, where applicable, outside groups. VanDocs/ERDMS will improve the ability for staff to manage and control documents/records in a single location. This will improve the collaboration capabilities (including version and revision controls), while helping to remove wasteful duplication while improving the accuracy and integrity of key City business records. All of these aspects are expected to improve the transparency and accountability of the City to its constituents, while reducing the legal risk of improper disposition of key City business records or conversely retaining information that might be damaging to the City.

## IMPACT ON OPERATING BUDGET

Added Basic	2009	\$32,000	2010	\$182,000	2011	\$182,000	2012	\$182,000	2013	\$182,000
Comments	In May 2007 (RTS 6681), Council approved ongoing operating costs of \$48,500 annually beginning in 2009. The annual maintenance cost for TRIM Context is estimated at \$182,000, and will be funded from the \$48,500 approved in May 2007, augmented by \$133,500 approved by Council in January 2008 (in-camera) as an addition to the 2009 Operating Budget.									

## SUB-PROGRAM / PROJECT INFORMATION

# 2009 BASIC CAPITAL BUDGET (BCB) REQUEST

## OBJECTIVES

**Project objectives:** Build and implement a record repository that manages [organizes, indexes, shares, maintains, disposes and archives] electronic documents and other types of digital objects as a core, enterprise-wide application. The basic business drivers are improved access, retrieval, collaboration, retention, reliability and authenticity, transparency and security of electronic documents.

**2009-May 2010 objectives:** Using the recurring deployment framework, continue to deploy VanDocs (ERDMS) software, along with requisite change management and training to business departments across the City. This includes obtaining department commitment, defining and planning deployment groups (~100 people per group, department by department) delivering change management and hands-on training, deploying the software and providing post-implementation support. Departments included in this period include Financial Services, Business Planning and Services, and Community Services Group.

**SCOPE:** VanDocs/ERDMS is the City's enterprise-wide records repository. Along with a desktop client, the core (document store, content index) resides on the City's network storage. The core product is HP TRIM, a product that is tightly integrated with ODMA (Open Document Management Application) compliant applications including the City's MS Office suite (Word, Excel, Outlook) applications. In addition, VanDocs/ERDMS can interface with existing document scanning/workflow applications and offers options for integration with SAP, GIS, IMS, Domino, etc. ERDMS identifies documents and records requiring permanent preservation and will be able to interface with the City's Digital Archives, a prototype of which is to be delivered in November 2009.

## SCOPE OF WORK / DELIVERABLES

In April 2008 (RTS-07288), Council approved additional funding of \$1,100,000 for the ERDMS (VanDocs) project to facilitate acquisition of software licenses at a preferred rate and that the funding was to be included in the 2009-2011 Capital Plan with interim financing from the Capital Financing Fund. Repayment of this interim financing is included in this 2009 Capital Budget request.

Scope of work for 2009 is focused on the ongoing deployment of the VanDocs/ERDMS software across the City departments, along with change management and training for City staff. Migration of information from legacy hard-copy management tools and "recognized" electronic records management systems is included. Also included is the creation of the prototype Digital Archives, for the long term retention of City records (a small percentage - 3-5%).

## OTHER DEPARTMENTS / DIVISIONS / BRANCHES INVOLVED *(if applicable)*

### TIMELINE

Start (mm/yy)

June, 2009

Completion (mm/yy)

December, 2011

### IMPACT OF DELAY

Departments urgently need collaboration and document management tools to control out-of-control document creation, integrity and storage issues. Wasteful duplication of documents, substantial increases in storage requirements, and poor version control will continue without a corporate-wide ERDMS solution in place. In addition, inability to confidently identify and produce City records (e.g., Freedom of Information requests) may put the City at legal risk and may damage the City's reputation, while impeding its objectives of improving transparency and accountability to the City's various stakeholder groups.