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CITY OF SACRAMENTO

DEPARTMENT OF DATA PROCESSING
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CITY MANAGER'S OFFICE
RECEIVED

JAMES L. PUTHUFF
D.P. MANAGER

APR 17 1980

April 17, 1980

City Council
Sacramento, California

Honorable Members in Session:

SUBJECT: Data Processing Status Report

SUMMARY

In accordance with the Council's request, we submit this report for your information. This report includes a brief background narrative, a list of accomplishments following installation of the computer system, a description of the work in progress as well as that scheduled for the immediate future, description of four exhibits, and a concluding paragraph. This report is for information only, no action is required.

BACKGROUND

In 1977 the City developed an Information Master Plan which took nine months to complete. The development of the plan was managed and controlled by the City's internal Management Information Executive Committee. Guidance and advice were provided by the Management Information Advisory Committee which was staffed by a distinguished group of individuals from the community. The Information Master Plan included the determination and prioritization of the automated needs of the City and also considered alternatives for accomplishing those prioritized needs. In addition, the plan identified the benefits to be derived by automating specific systems. As a direct result of ~~adopting~~ ^{adopting} the plan, the City Council, by resolution, directed the staff ^{by the City Council} to competitively procure a City owned and operated computer system ^{Office of the City Clerk}.

APR 29 1980

The City's computer system was installed in February of 1978 at which time the City Data Processing staff, with technical assistance from Sperry Univac, converted over 600 computer programs from Sacramento County's computer to the City's Sperry Univac 90/70 computer system. The conversion was completed in a little over five months which was ahead of schedule. More importantly, the conversion was completed with no break in service to City departments and with no loss of information or product quality. Attached is a list of the currently operational automated systems with an indication of the number of programs in each process (Exhibit 1).

ACCOMPLISHMENTS

Since the acquisition of the computer, the Data Processing Department has been able to be more responsive to the automated needs of the City and has developed a number of automated processes which have contributed a great deal toward improved productivity and efficiency and has allowed the City to be more responsive to the citizens of Sacramento. The following is a list of the more important developments over the last two years.

Labor Relations

1. Local 39 layoff lists - To assist in the compassionate layoff process.
2. Special Reports for Labor Negotiations - Included wage and fringe benefit amounts by bargaining unit.

Finance

3. Developed a receipt process for 1915 Bonds which provides an accounts receivable register for the 1915 Bond system.
4. Developed a Senior Citizens User Tax Rebate process which provides an automated means of rebating the utility user tax.
5. Developed an automated interface to PERS which creates a computer tape to be processed into the state PERS (Retirement) system.
6. Developed an on-line inquiry process which is one of the first master plan processes to be automated. It provides this organization with video terminals that are used to retrieve information from the computer system's utility billing data file.

Engineering

7. Developed an Engineering Assessment spread system which provides an automated process for spreading the costs for assessment improvements over all property owners.
8. Developed a geographic coding system which is a grant funded project to be used initially by Traffic Engineering but will be expanded to be used by the Police Department, Planning, Real Estate, Utility Billing and others to allow for automatic geographic location identification of events such as accidents, offenses, arrests, property locations, etc.
9. The vehicle maintenance system was enhanced to include control totals. These totals provide vehicle maintenance the ability to accurately balance their reports.
10. Developed a vehicle gas and oil accounting system which provides an automated gas and oil dispensing system for the Safety Garage with automated interface with the vehicle management system.

Police Department

11. Developed a Police 4/10 Work Plan system which provides for automating the shift selection process.
12. Developed an on-line inquiry process which is one of the first master plan processes to be automated. It provides this organization with video terminals that are used to retrieve information from the computer system's police files.

Manager's Office

13. Developed a budget preparation system that provides details of prior year expenditures, current year expenditures along with projections for salary and wages into the new budget period.
14. Developed a mailing label process for notifying citizens of Council district meetings.

15. In conjunction with the League of California Cities, the City staff developed a series of reports for bail out funds distribution. This was an automated system that produced reports with alternatives for distributing the state bail out funds.

Personnel

16. Developed a position control system that provides details on all positions within the City - full time - part time - CETA.
17. Prepared actuarial data which is required each year to provide the retirement actuary with up-to-date information.

Fire

18. Developed an on-line inquiry process which is one of the first master plan processes to be automated. It provides this organization with video terminals that are used to retrieve information from the computer system's fire data files.

In addition to the major projects listed above, the Data Processing Department has processed over 225 requests for modifications to existing systems since July of 1978. These modifications are in some cases mandatory, such as health plan increases, FICA, state and federal tax increases, etc. but many are improvements to the original system to meet the organizations changing requirements.

In addition to the above, there is one programmer/analyst assigned full time to work on Sacramento Housing and Redevelopment Agency's automated systems. During the last two years the following systems were implemented for Housing and Redevelopment.

1. Developed a payroll system which provides a basic payroll process for the agency.
2. Developed a labor distribution and labor pricing system which provides for distributing and pricing labor by organizational unit and cost center.
3. Developed a PERS (Retirement) Reporting system which provides automated interface with the state PERS system.

4. Developed Cost Allocations which provides a breakdown of costs by fund.
5. Implemented a Cost Center Master Management process that provides a means of keeping the cost center descriptive data up to date. A word processing type of process.
6. Implemented a General Ledger Account Master Management process that provides a means of keeping the general ledger descriptive data up to date. A word processing type of process.
7. Developed a property/equipment inventory system that provides a means of identifying and accounting for H&R property and equipment.

FUTURE PLANS

The plans for the immediate future, as far as City systems are concerned, include the development of an automated Worker's Compensation system, designing a new Utility Billing system, redesigning the front end process of the Police Department's Crime and Arrest Reporting system (SCARS) and development of several financially oriented modules, such as general ledger, accounts receivable and accounts payable. The developmental priority of these new systems is established through the City's Management Information Executive Committee, chaired by Solon (Doc) Wisham. Members of the Committee include the departmental Directors of Police, Fire, Engineering, Personnel, Finance and Data Processing. Attached is a chart comparing the original Master Plan schedule developed in 1977 to the revised schedule of 1980 (Exhibit 2).

The immediate future for Housing & Redevelopment include the development of an automated leased housing system.

The attached Charts (Exhibit 3, page 1, 2 and 3) represent the allocation of Data Processing resources for the department's three main functional categories:

1. Systems and Programming - Responsible for the analysis, design and programming of new automated systems as well as maintaining the existing automated systems.
2. Key Data Entry - Responsible for converting handwritten data into machine usable form.

3. Computer Operations - Responsible for running all City automated systems to produce the pay-checks, utility bills, crime reports, etc. to meet the specific needs of the City.

The final chart (Exhibit 4) represents a comparison of the Data Processing budget from Fiscal Year 1977-78 to 1980-81 to the 1977 cost estimates included in the Information Master Plan for the two options of (1) City owned and operated computer or (2) using Sacramento County's computer system. The solid line on the chart shows the ups and downs of the departmental budget. A brief description of each fiscal year follows:

- Fiscal Year 1977-78

The Department's budget was \$1,451,400. This amount included \$248,623 for one time costs associated with implementing the City's computer system. The one time costs provided for the development of a computer center, acquisition of computer related equipment and supplies, professional services for program and system conversion and the procurement of office furniture.

- Fiscal Year 1978-79

The budget reflects a dramatic drop to \$925,030, which was the result of the Proposition 13 cut-backs. The Data Processing Department's preliminary budget was reduced by 32 percent through the Proposition 13 budget hearings.

- Fiscal Year 1979-80

Budget increased to \$1,264,650 primarily due to the inclusion of (1) \$124,356 in state bail out funds for additional computer equipment to provide better service for the terminal users (Utility Billing, Police Dept., and Fire Dept.), (2) \$31,800 for a Traffic Engineering grant project funded by the State Office of Traffic Safety and (3) a salary and wage increase for the first time in two years.

- Fiscal Year 1980-81.

Preliminary general fund budget of \$1,157,305 is in compliance with the City Manager's preliminary expenditure target which assumes Proposition 9 will pass.

Two additional lines are shown on the chart:

1. 1977 cost estimates from the Information Master Plan which included a City computer (dash line)
2. 1977 cost estimates if the City had remained on Sacramento county computer (dotted line).

The development of the Information Master Plan took place in FY 1977 therefore, the projections for budgetary expenditures began in FY 1978-79. It should be noted, however, that the large one-time costs expected to be incurred in FY 1977-78 were amortized over the six year period of the master plan.

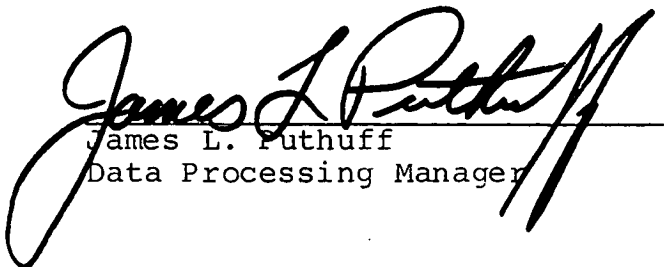
In developing the 1977 master plan cost estimates, the staff was sensitive to the fact that we must not underestimate the on-going expenses. Looking at the three fiscal years from 1978/79 through FY 1980/81 the Data Processing budget is \$571,515 less than the 1977 cost estimate for a City owned computer system, and \$697,815 less than the 1977 cost estimates to remain with Sacramento County. It is anticipated that the final budget amounts for the period covered in the master plan will continue to be less than the 1977 master plan estimate and thus the cost savings by selecting the City owned computer option will be much greater than the 1977 estimated savings of \$600,000. It is anticipated that the projected savings will exceed a million dollars.

CONCLUSION

Through implementation of the various automated processes, the Data Processing Department has contributed to improved Citywide productivity and efficiency, and as a result has improved service to the citizens of Sacramento. We have developed automated systems that not only provide the required operational detail but produce management reports to allow for high level management control of

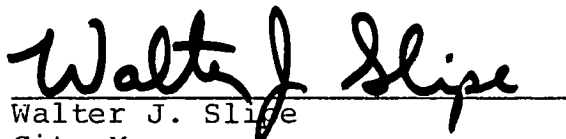
these processes. There are still many areas where improvements can be made in terms of producing reports for top management. The City has an excellent base of information but I feel certain that with a concentrated effort on the part of the staff, along with input from top management, additional management reports could be developed that would assist in the effective management control of City government.

Respectfully submitted,


James L. Puthuff
Data Processing Manager

Attachments

For information only:


Walter J. Slize
City Manager

DATA PROCESSING DEPARTMENT

INVENTORY OF PROGRAMS BY SYSTEM

<u>System Description</u>	<u>System Identification</u>	<u>*Number of Production Programs</u>	<u>**Number of Test Programs</u>
Pension Payroll	Z01	20	32
Weed Abatement	Z02	18	10
Bicycle License	Z03	12	5
Utility Billing	Z04	69	32
Cashiering	Z05	7	5
Fire Dept-UFIRS	Z06	41	24
Police Dept-SCARS	Z07	117	15
Finance-1915 Bonds	Z08	30	1
Police & Traffic			
Engineering STARS	Z09	78	40
Data Processing	Z10	9	5
Finance-Expense & Revenue	Z11	60	60
Engineering-Vehicle Maint.	Z12	63	26
Finance-Business License	Z13	21	27
Personnel-Position Control	Z15	10	0
Managers Office & Finance			
Budget	Z16	22	22
Engineering-Traffic			
Engineering GRANT	Z19	0	10
Community Services -			
Tree Inventory	Z20	19	16
Finance-Animal License	Z23	11	10
Personnel-Worker's			
Compensation	Z28	0	16
Finance & Personnel -			
Payroll/Pers	Z31	91	173
Finance-Fixed Assets	Z32	10	5
Finance-Stores Inventory	Z33	3	0
General Ledger	Z35	0	4
Housing & Redevelopment	Z41	46	46
Total		<u>750</u>	<u>584</u>

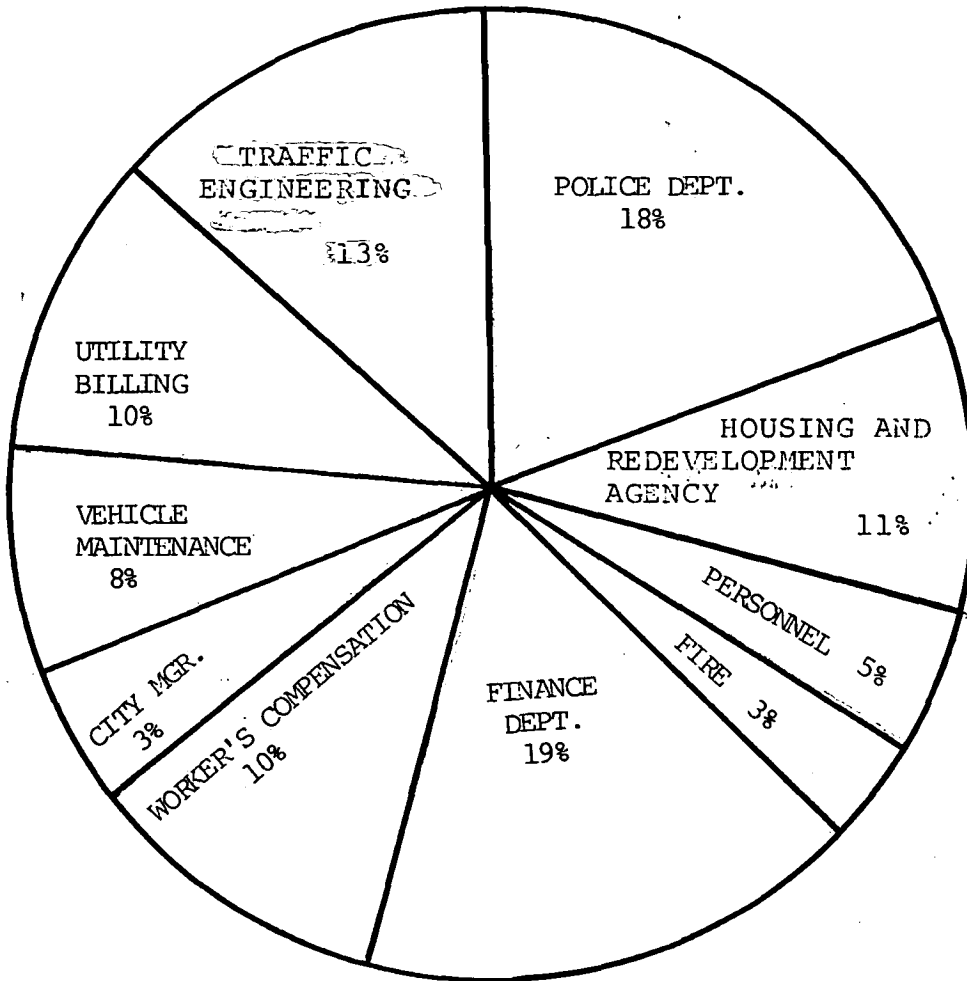
* Production Programs are computer programs that currently produce paychecks, utility bills, licenses, etc. and all required reports for City Departments.

** Test Programs are computer programs in a test status. In some cases there are test programs that are duplicates of production programs for new development testing, and there are test programs that are used to produce special reports on an "as required" basis.

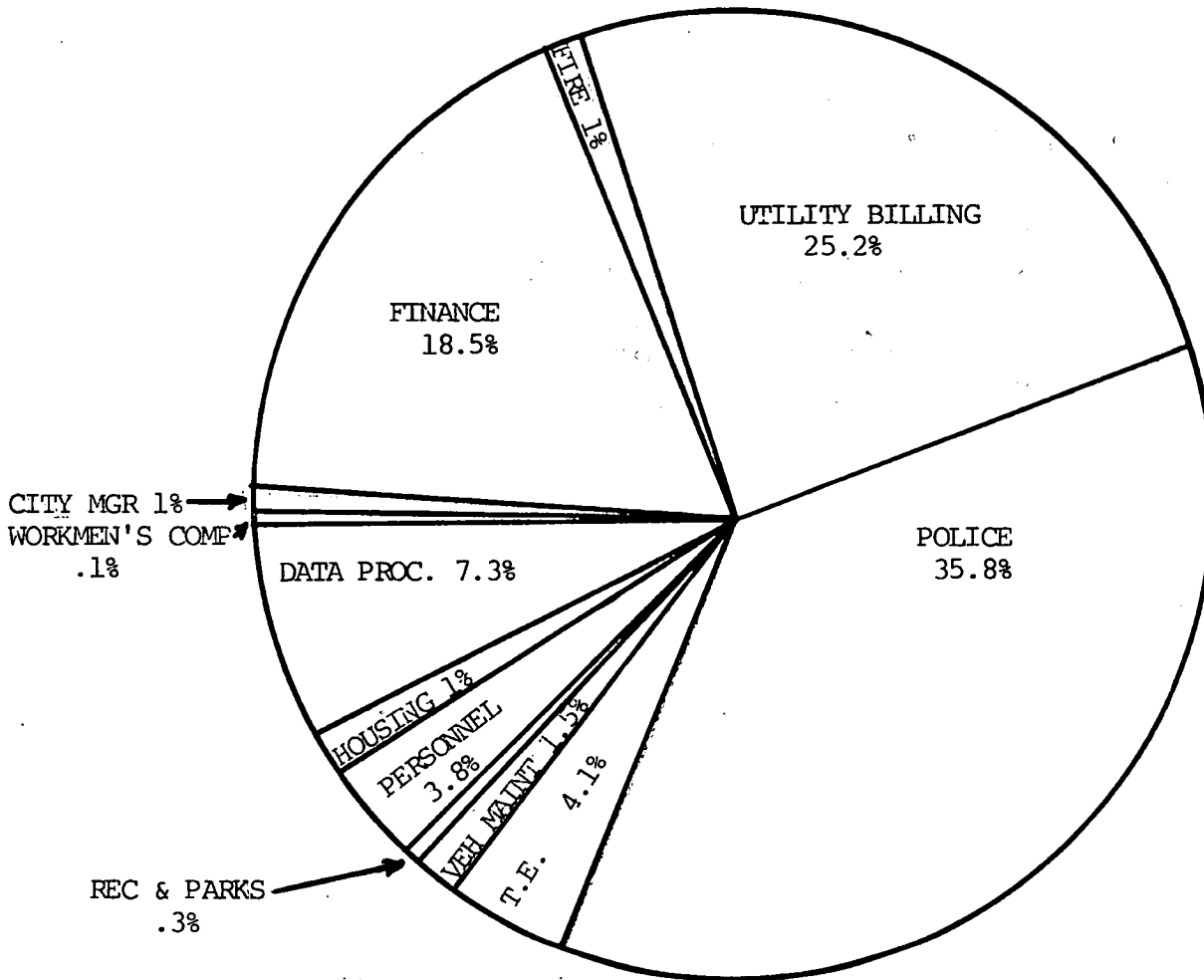
INFORMATION MASTER PLAN
SYSTEMS DEVELOPMENT SCHEDULE
COMPARISON 1977 TO 1980

		FY 78/79	FY 79/80	FY 80/81	FY 81/82	FY 82/83	FY 83/84
FINANCE DEPT. Utility Billing Redesign	1977 Original Schedule	Inquiry	Data Collection		Report Generator		
	1980 Amended Schedule	Inquiry	Data Collection		Report Generation		
POLICE DEPT. Sacramento Crime and Arrest Report- ing System (SCARS)	1977 Original Schedule	Geo-Coding	Inquiry	Random Input			
	1980 Amended Schedule	Inquiry	Geo-Coding		On-Line		
FINANCE DEPT. Financial Manage- ment Information System (FMIS)	1977 Original Schedule		-FMIS-				
	1980 Amended Schedule			-FMIS-			
PERSONNEL DEPT. Personnel Random Inquiry	1977 Original Schedule				On-Line Inquiry		
	1980 Amended Schedule				On-Line Inquiry		

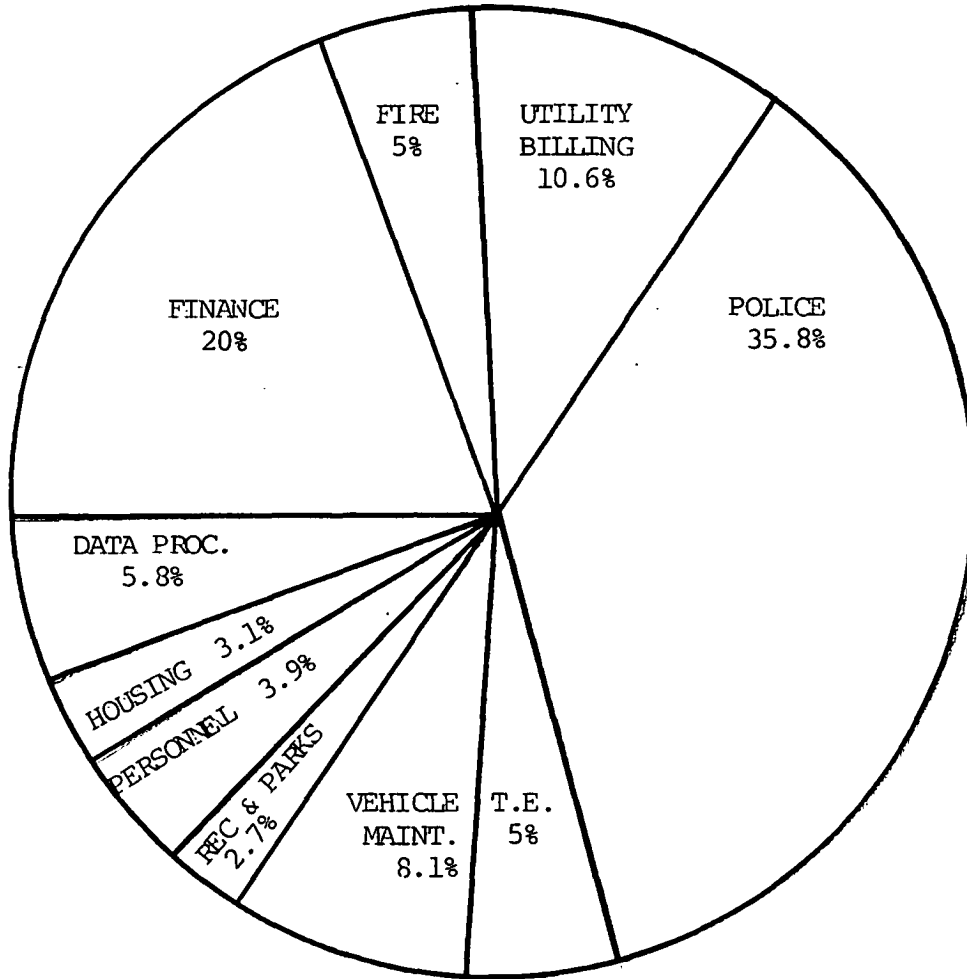
NOTE: Significant reductions in the time to complete specific systems is attributed to the use of on-line computer programming which has increased the programming staff's productivity by a factor of over 100%.



SYSTEMS AND PROGRAMMING
MANPOWER ALLOCATION BY FUNCTION
(Twelve Programmer/Analysts)



COMPUTER OPERATIONS
ALLOCATED BY FUNCTION
(Operated Two Shifts Five Days Per Week)

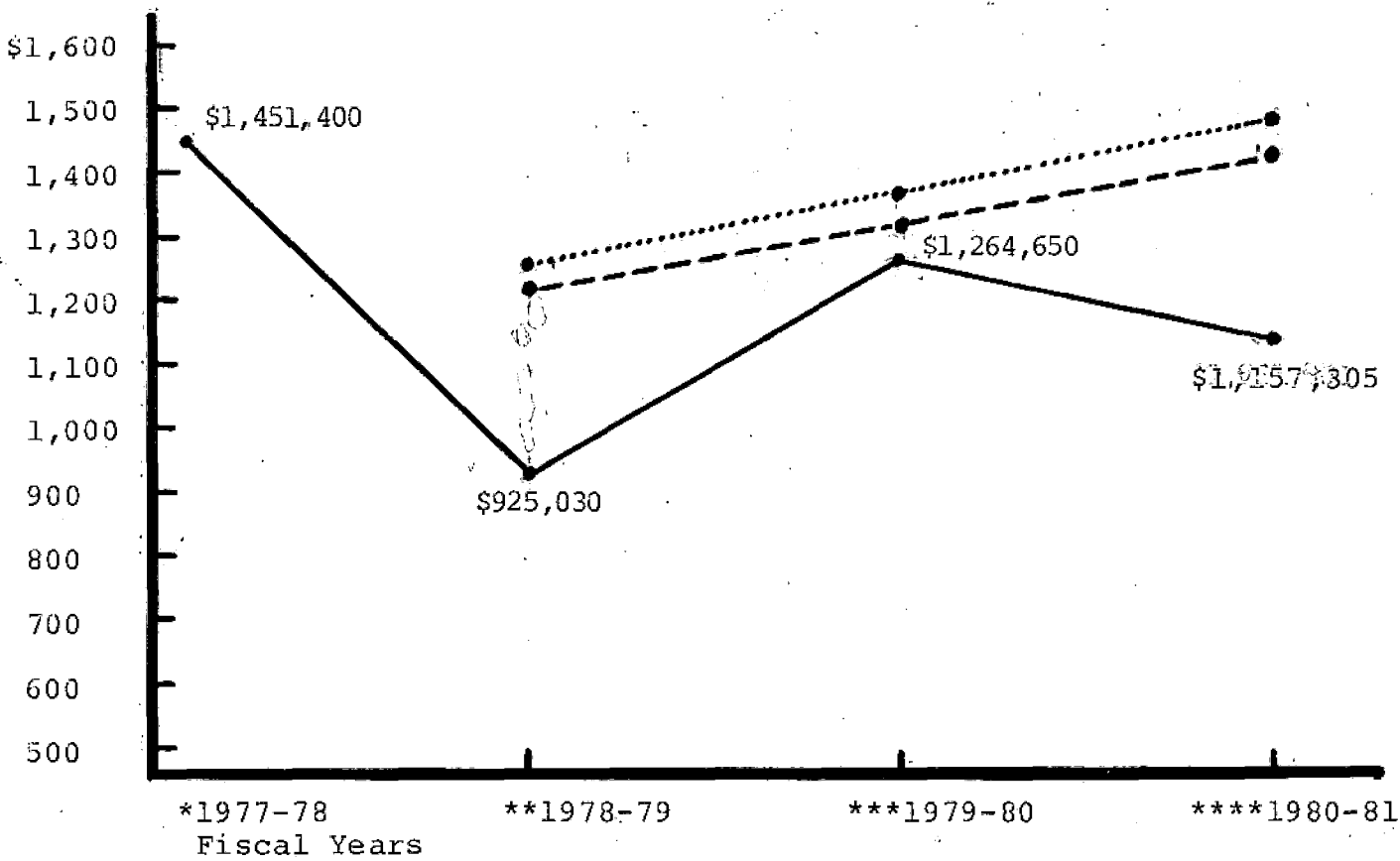


KEY DATA ENTRY

ALLOCATED BY FUNCTION

(Eight Key Data Entry Operators)

Collars In
Thousands



COST COMPARISON CHART

* Included \$248,623 for one time costs associated with implementing the City's computer system.

** Includes Proposition 13 cutbacks

*** Includes \$124,356 for additional computer equipment funded by state bail out funds and includes \$31,800 for Office of Traffic Safety (OTS) grant project funded by OTS.

**** Estimate of Data Processing FY 1980/81 budget

Legend

- (1) Data Processing Budget
- (2) 1977 Cost Estimates in Information Master Plan which included a City computer
- (3) 1977 Cost Estimates if the City had remained on Sacramento County computer