

# **General Government**

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**administration**

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**public library**

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**finance**

| Capital Improvement Plan 2010 - 2015        |                                     |            |                |               |               |               |               |               |       |  |                |
|---|-------------------------------------|------------|----------------|---------------|---------------|---------------|---------------|---------------|-------|--|----------------|
| Program Category: General Government        |                                     |            |                |               |               |               |               |               |       |  |                |
| CIP #                                       | EXPENDITURES                        | FUND       | 2010           | 2011          | 2012          | 2013          | 2014          | 2015          | TOTAL |  |                |
| <b>Administration</b>                       |                                     |            |                |               |               |               |               |               |       |  |                |
| GG-102                                      | City Entrance Sign Design & Constr  | CCap Res   | 40,000         | 20,000        | 20,000        | 20,000        |               |               |       |  | 100,000        |
| GG-103                                      | Fiber Infrastructure                | CCap Res   | 25,000         |               |               |               |               |               |       |  | 25,000         |
|   | <b>ADMINISTRATION TOTAL:</b>        |            | <b>65,000</b>  | <b>20,000</b> | <b>20,000</b> | <b>20,000</b> | <b>0</b>      | <b>0</b>      |       |  | <b>125,000</b> |
| <b>Public Library</b>                       |                                     |            |                |               |               |               |               |               |       |  |                |
| GG-201                                      | Integrated Library System Migration | Curr Exp   | 100,000        | 18,000        | 18,000        | 18,000        | 18,000        | 18,000        |       |  | 190,000        |
|   | <b>PUBLIC LIBRARY TOTAL:</b>        |            | <b>100,000</b> | <b>18,000</b> | <b>18,000</b> | <b>18,000</b> | <b>18,000</b> | <b>18,000</b> |       |  | <b>190,000</b> |
| <b>Finance</b>                              |                                     |            |                |               |               |               |               |               |       |  |                |
| GG-301                                      | Recepting Software                  | CCap Res   | 11,200         | 11,200        |               |               |               |               |       |  | 22,400         |
|   | GG-301 continued                    | SewerRes   | 5,400          | 5,400         |               |               |               |               |       |  |                |
|   | GG-301 continued                    | StormDrain | 3,400          | 3,400         |               |               |               |               |       |  |                |
|   | <b>FINANCE TOTAL:</b>               |            | <b>20,000</b>  | <b>20,000</b> | <b>0</b>      | <b>0</b>      | <b>0</b>      | <b>0</b>      |       |  | <b>40,000</b>  |
|   | <b>TOTAL EXPENSE:</b>               |            | <b>185,000</b> | <b>58,000</b> | <b>38,000</b> | <b>38,000</b> | <b>18,000</b> | <b>18,000</b> |       |  | <b>355,000</b> |
| <b>Capital Improvement Plan 2010 - 2015</b> |                                     |            |                |               |               |               |               |               |       |  |                |
| Program Category: General Government        |                                     |            |                |               |               |               |               |               |       |  |                |
| REVENUES                                    |                                     |            |                |               |               |               |               |               |       |  |                |
|   |                                     |            | 2010           | 2011          | 2012          | 2013          | 2014          | 2015          | TOTAL |  |                |
|   | Current Capital Reserve             |            | 76,200         | 31,200        | 20,000        | 20,000        | 0             | 0             |       |  | 147,400        |
|   | Current Expense                     |            | 100,000        | 18,000        | 18,000        | 18,000        | 18,000        | 18,000        |       |  | 190,000        |
|   | Sewer Capital Reserve               |            | 5,400          | 5,400         | 0             | 0             | 0             | 0             |       |  | 10,800         |
|   | Storm Drain (425)                   |            | 3,400          | 3,400         | 0             | 0             | 0             | 0             |       |  | 6,800          |
|   | Other                               |            |                |               |               |               |               |               |       |  | 0              |
|   | <b>TOTAL REVENUES:</b>              |            | <b>185,000</b> | <b>58,000</b> | <b>38,000</b> | <b>38,000</b> | <b>18,000</b> | <b>18,000</b> |       |  | <b>355,000</b> |

**CIP PROJECT**

1. CIP #: GG-102 2. YEAR: 2010-2013
3. FUND #: 002
4. PROJECT NAME: City Entrance Sign Design and Construction
5. PROJECT LOCATION: Highway 20 entrances from Sedro Woolley/Old 99 Bridge
6. PROJECT DESCRIPTION: Design and construct City of Burlington entrances signs at major entrances to the City.
7. PROJECT JUSTIFICATION: To create a welcoming feel to people as they enter the city limits.
8. PROJECT BENEFIT/RELATION TO COMPREHENSIVE PLAN:
9. ENVIRONMENTAL REVIEW REQUIRED: YES \_\_\_\_\_ NO X
10. PROJECT STATUS:
  - New CIP Project
  - In Prior Plan & Appropriated \_\_\_\_\_ Year: \_\_\_\_\_
  - Previous Submittal Denied \_\_\_\_\_ Year: \_\_\_\_\_
  - Carried Over from Prior CIP \_\_\_\_\_ Year: 2004-2009
11. OPERATION & MAINTENANCE COSTS:
  - Annual \$ \_\_\_\_\_
  - Additional Personnel: \_\_\_\_\_ Annual Cost \$ \_\_\_\_\_
12. FUNDING APPROVED FOR: *(check applicable)*
  - Planning:  Feasibility \_\_\_\_\_ Preliminary Engineering \_\_\_\_\_
  - Implementation:  Final Design \_\_\_\_\_ Purchase \_\_\_\_\_ Construction \_\_\_\_\_
  - Funding Amount: Approved \$ \_\_\_\_\_

**CIP FINANCING PLAN**

PROJECT NAME: City Entrance Sign Design and Construction

CIP #: GG-102

**13. CIP PROJECT EXPENDITURES**

|                         | 2010   | 2011   | 2012   | 2013   | 2014 | 2015 | TOTAL COSTS |
|-------------------------|--------|--------|--------|--------|------|------|-------------|
| Planning                | 5,000  |        |        |        |      |      | 5,000       |
| Purchase/ Construction  | 35,000 | 20,000 | 20,000 | 20,000 |      |      | 95,000      |
| Operation & Maintenance |        |        |        |        |      |      |             |

**14. REVENUES**

|                         | 2010          | 2011          | 2012          | 2013          | 2014 | 2015 | TOTAL REVENUE  |
|-------------------------|---------------|---------------|---------------|---------------|------|------|----------------|
| Current Expense Reserve |               |               |               |               |      |      |                |
| Fund ★-002              | 40,000        | 20,000        | 20,000        | 20,000        |      |      | 100,000        |
| Other Fund              |               |               |               |               |      |      |                |
| Grants                  |               |               |               |               |      |      |                |
| Loans                   |               |               |               |               |      |      |                |
| Bonds                   |               |               |               |               |      |      |                |
| Other                   |               |               |               |               |      |      |                |
| <b>TOTAL:</b>           | <b>40,000</b> | <b>20,000</b> | <b>20,000</b> | <b>20,000</b> |      |      | <b>100,000</b> |

★ Current Expense (001) Cemetery Cumulative Reserve (117)  
 Current Capital Reserve (002) Capital Improvement Fund (301)  
 Fire Cumulative Reserve (010) Sewer Capital Reserve (402)  
 Library (104) Garbage Cumulative Reserve (412)  
 Library Cumulative Reserve (105) Street (101)  
 Parks & Rec. Capital Reserve (311)



**CIP PROJECT**

- 1. CIP #: GG-201
- 2. YEAR: 2010 - 2015
- 3. FUND #: Current Expense
- 4. PROJECT NAME: Integrated Library System Migration (new hardware and software)
- 5. PROJECT LOCATION: Public Library

**6. PROJECT DESCRIPTION:** The Integrated Library System is the backbone of everything we do at the Library. It consists of our catalog of all library materials as well as the names of all of our library cardholders and their patron records. Our current hardware is over five years old and no longer qualifies for repair service coverage by the vendor SirsiDynix. Also, the vendor notified us they are migrating to new operation software and will no longer update or maintain our version of the operating system. This need for equipment replacement gives us the opportunity to explore interlocal agreements with the Mount Vernon City Library, the Upper Skagit Library District and others to submit a Joint Request for Proposals to migrate to a new, shared system that will benefit all of our libraries. It is hoped that the combined purchase will allow some savings due to economies of scale.

**7. PROJECT JUSTIFICATION:** The server failed in May 2009, and Geoff Hawes managed to patch it back together with a spare power supply part he took from other IS Dept. equipment. Clearly we must replace the server to avoid the negative impact that failure would have on our day-to-day operations. We checked out over 189,843 items in 2008, a 46% increase from the 129,806 items checked out in 2007. It is extremely important to have a cost-effective, efficient, reliable system to manage all transactions and to track the location of items that are checked out. We need to stay current with this technology, because making small regular upgrades costs less in the long run than lapsing and trying to catch up at a later date.

**8. PROJECT BENEFIT/RELATION TO COMPREHENSIVE PLAN:** The Library must have a stable, dependable circulation system in order to effectively manage the city's resources. The vendor must also provide high quality technical support. These goals will be met by migrating to an updated system.

**9. ENVIRONMENTAL REVIEW REQUIRED:** YES  NO

**10. PROJECT STATUS:** New CIP Project  Year: \_\_\_\_\_  
 In Prior Plan & Appropriated  Year: \_\_\_\_\_  
 Previous Submittal Denied  Year: \_\_\_\_\_  
 Carried Over from Prior CIP  Year: 2005-06-07-08-09

**11. OPERATION & MAINTENANCE COSTS:** Annual \$ 15,000 - 18,000  
 Additional Personnel: \_\_\_\_\_ Annual Cost \$ \_\_\_\_\_

**12. FUNDING APPROVED FOR:** (check applicable)  
 Planning: Feasibility \_\_\_\_\_ Preliminary Engineering \_\_\_\_\_  
 Implementation: Final Design \_\_\_\_\_ Purchase \_\_\_\_\_ Construction \_\_\_\_\_  
 Funding Amount: Approved \$ \_\_\_\_\_

**CIP FINANCING PLAN**

PROJECT NAME: Integrated Library System Migration

CIP #: GG-201

**13. CIP PROJECT EXPENDITURES**

|                         | 2010   | 2011   | 2012   | 2013   | 2014   | 2015   | TOTAL COSTS |
|-------------------------|--------|--------|--------|--------|--------|--------|-------------|
| Planning                |        |        |        |        |        |        |             |
| Purchase/Construction   | 85,000 |        |        |        |        |        | 85,000      |
| Operation & Maintenance | 15,000 | 18,000 | 18,000 | 18,000 | 18,000 | 18,000 | 105,000     |

**14. REVENUES**

|                 | 2010           | 2011          | 2012          | 2013          | 2014          | 2015          | TOTAL REVENUE  |
|-----------------|----------------|---------------|---------------|---------------|---------------|---------------|----------------|
| Current Expense | 100,000        | 18,000        | 18,000        | 18,000        | 18,000        | 18,000        | 190,000        |
| Reserve Fund *  |                |               |               |               |               |               |                |
| Other Fund      |                |               |               |               |               |               |                |
| Grants          |                |               |               |               |               |               |                |
| Loans           |                |               |               |               |               |               |                |
| Bonds, 201      |                |               |               |               |               |               |                |
| Other           |                |               |               |               |               |               |                |
| <b>TOTAL:</b>   | <b>100,000</b> | <b>18,000</b> | <b>18,000</b> | <b>18,000</b> | <b>18,000</b> | <b>18,000</b> | <b>190,000</b> |

\* Current Expense (001) Cemetery Cumulative Reserve (117)  
 Current Capital Reserve (002) Capital Improvement Fund (301)  
 Fire Cumulative Reserve (010) Sewer Capital Reserve (402)  
 Library (104) Garbage Cumulative Reserve (412)  
 Library Cumulative Reserve (105) Street (101)  
 Parks & Rec. Capital Reserve (311)

**CIP PROJECT**

1. CIP #: GG-301
2. YEAR: 2010-2011
3. FUND #: 002, 402, 425
4. PROJECT NAME: Financial, Payroll, Utility and Cash Receiving Software

5. PROJECT LOCATION: Finance Department
6. PROJECT DESCRIPTION: Purchase and install new financial, payroll, utility and cash receiving software.
7. PROJECT JUSTIFICATION: The existing software is outdated and inefficient. We anticipate that this software will no longer be adequately supported within the next three years.

8. PROJECT BENEFIT/RELATION TO COMPREHENSIVE PLAN: \_\_\_\_\_
9. ENVIRONMENTAL REVIEW REQUIRED: YES \_\_\_\_\_ NO X

10. PROJECT STATUS: New CIP Project
- In Prior Plan & Appropriated X Year: \_\_\_\_\_
- Previous Submittal Denied \_\_\_\_\_ Year: \_\_\_\_\_
- Carried Over from Prior CIP \_\_\_\_\_ Year: \_\_\_\_\_

11. OPERATION & MAINTENANCE COSTS: Annual \$ 5,000
- Additional Personnel: \_\_\_\_\_ Annual Cost \$ \_\_\_\_\_

12. FUNDING APPROVED FOR: *(check applicable)*
- Planning: Feasibility \_\_\_\_\_ Preliminary Engineering \_\_\_\_\_
- Implementation: Final Design \_\_\_\_\_ Purchase \_\_\_\_\_ Construction \_\_\_\_\_
- Funding Amount: Approved \$ \_\_\_\_\_

**CIP FINANCING PLAN**

PROJECT NAME: Financial, Payroll, Utility and Cash Receiving Software  
CIP #: GG-301

**13. CIP PROJECT EXPENDITURES**

|                                     | 2010   | 2011   | 2012 | 2013 | 2014 | 2015 | TOTAL COSTS |
|-------------------------------------|--------|--------|------|------|------|------|-------------|
| Planning                            |        |        |      |      |      |      |             |
| Purchase/Construction & Maintenance | 20,000 | 20,000 |      |      |      |      | 40,000      |

**14. REVENUES**

|                                   | 2010          | 2011          | 2012 | 2013 | 2014 | 2015 | TOTAL REVENUE |
|-----------------------------------|---------------|---------------|------|------|------|------|---------------|
| Current Expense Reserve Fund ★002 | 11,200        | 11,200        |      |      |      |      | 22,400        |
| Reserve Fund ★402                 | 5,400         | 5,400         |      |      |      |      | 10,800        |
| Reserve Fund ★425                 | 3,400         | 3,400         |      |      |      |      | 6,800         |
| Loans                             |               |               |      |      |      |      |               |
| Bonds                             |               |               |      |      |      |      |               |
| Other                             |               |               |      |      |      |      |               |
| <b>TOTAL:</b>                     | <b>20,000</b> | <b>20,000</b> |      |      |      |      | <b>40,000</b> |

- ★ Current Expense Reserve Fund (001)  
 Current Capital Reserve (002)  
 Fire Cumulative Reserve (010)  
 Library Cumulative Reserve (104)  
 Library Cumulative Reserve (105)  
 Parks & Rec. Capital Reserve (311)  
 Cemetery Cumulative Reserve (117)  
 Capital Improvement Fund (301)  
 Sewer Capital Reserve (402)  
 Garbage Cumulative Reserve (412)  
 Street Storm Drain Utility (101)  
 (425)