

Information Technology Capital Plan

Department IT Capital Plan



**Information Technology Capital
Plan, Plan Year 2009-10 through
2013-14 Executive Approval
Transmittal**

Department Name

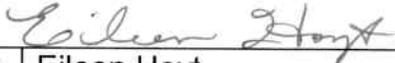
California Tahoe Conservancy

APPROVAL SIGNATURES

I am submitting the attached Information Technology Capital Plan as required by the State Administrative Manual Section 4904.

I certify that the IT Capital Plan was prepared in accordance with State Information Management Manual section 57 and that the proposed IT projects are consistent with our business strategies and information technology strategy.

I have reviewed and agree with the information in the attached Information Technology Capital Plan.

Chief Information Officer		Date Signed
		9-4-08
Printed name:	Eileen Hoyt	
Information Security Officer		Date Signed
		9/4/08
Printed name:	David Gregorich	
Budget Officer		Date Signed
		9/4/08
Printed name:	David Gregorich	
Deputy Director		Date Signed
		9/4/08
Printed name:	Ray Lacey	

DEPARTMENT IT CAPITAL PLAN

Department Name and Org Code:	Plan Year:
California Tahoe Conservancy 3125	2009-10 through 2013-14

1. Summarize your organization's business goals and objectives below:

Mission Statement

The mission statement of the California Tahoe Conservancy in its Strategic Plan is as follows:

"The California Tahoe Conservancy's mission is to preserve, protect, restore, enhance and sustain the unique and significant natural resources and recreational opportunities of the Lake Tahoe Basin."

Agency Description

The California Tahoe Conservancy was established in 1984 in order to develop and implement a comprehensive set of programs to affirmatively address resource needs in the Tahoe Basin, including the protection and restoration of the natural environment, especially water quality; enhancement of wildlife habitat; provision of public access and recreation opportunities; and management of acquired public land at Lake Tahoe.

Specifically, the Conservancy is seeking to:

- 1) Address Lake Tahoe's rapidly declining water quality - Since 1968, Lake Tahoe has lost more than 30 feet of transparency and is currently losing transparency at the rate of 1-1.5 feet per year due, in large part, to the effects of soil erosion. Since the late 1950s, the measured growth rate of free-floating algae in Lake Tahoe has more than doubled and has been increasing at a rate of more than 5.6% per year. The Conservancy is implementing programs that are preventing further disturbance to environmentally sensitive lands through acquisition; repairing damage caused by existing development through soil erosion control (primarily

along roadways) and watershed restoration; transferring development potential from more sensitive to less sensitive areas; providing of mitigation credits; and maintaining the capacity of acquired lands to absorb runoff and nutrients.

- 2) Provide additional public access and recreational opportunities at Lake Tahoe - Lakefront access is limited and existing facilities are overcrowded during peak summer periods. The Conservancy is providing new public access opportunities; expanding existing public facilities; and connecting existing public facilities with trails and encouraging the use of other alternative forms of transportation.
- 3) Meet the Tahoe Basin's wildlife needs - Over 75% of the marshes, 50% of the meadows and 35% of the riparian areas that provide the Tahoe Basin's key habitat areas have been lost. The Conservancy's program is promoting the maintenance and enhancement of a full range of wildlife habitat, including marsh, meadow, riparian, forest, instream and offshore areas, as well as areas that serve as wildlife movement corridors.

In response, the Conservancy has developed and initiated implementation of a number of programs involving acquisitions, site improvements, and land management activities, and involving direct activities as well as grants, which require capital funding.

Since 1997, the Conservancy's programmatic efforts have been focused on the State of California's commitment to the implementation of the Environmental Improvement Program (EIP) for the Tahoe Basin and to address rapidly declining resource values at Lake Tahoe as soon as possible. This commitment is reflected, in various agreements between the State of California and the State of Nevada, the Federal Government, and the Tahoe Regional Planning Agency (TRPA), and in the budgetary priority placed on funding the EIP during the past eleven fiscal years.

The EIP reflects a commitment to capital outlay, local assistance, and programmatic approaches to counter the rapid decline of the resource and public recreation values of the Lake Tahoe Basin. More specifically, the State's commitment to the EIP involves, in large part, a commitment to obtain funding and the planning and implementation of capital improvement projects consistent with the EIP adopted by TRPA. The EIP represents a collaborative capital improvement approach toward meeting environmental and public access goals at Lake Tahoe. In 1997, it identified projects totaling some \$908 million to be undertaken by an array of Federal, State and local government agencies and the private sector over its initial ten-year period. The State of California's total share was approximately \$275 million (of which \$207 million fell within the responsibilities of the Conservancy) over this ten-year period. Since the 1998-99 fiscal year, as part of the State's commitment to the EIP, the Conservancy has been appropriated approximately \$221.3 million for EIP implementation purposes over the EIP's first ten-year period.

In 2008, the EIP partners are finalizing an updated EIP covering the next 10-year period. The \$2.4 billion plan, involving capital, science, operation and maintenance, public education and technical assistance elements, is anticipated to be endorsed at the August 2008 Environmental Summit. Of chief concern to the Conservancy is the capital element, where renewed commitments of up to \$1.54 billion in additional capital funding are needed. Here, the State's funding commitment for the next 10-year phase of the EIP is identified at \$507 million, of which \$400 million falls within the Conservancy's program responsibilities.

In implementing its programs, the Conservancy uses a dual approach. First, the Conservancy

may acquire land or implement projects directly using capital outlay funding for projects on Conservancy-owned lands. Second, the Conservancy may award grants to other public agencies and qualified nonprofit organizations for acquisition or improvement projects using local assistance funds as provided in its enabling legislation (Government Code Title 7.42, Section 66905 et seq.). This dual strategy has several advantages in allowing the Conservancy to implement comprehensive set of programs addressing the full range of resource issues in the Tahoe Basin by allowing it to take advantage of the land ownerships and project implementation and maintenance capabilities of its grantees.

In order to comprehensively address these problems, the Conservancy is implementing programs in the following areas:

1. Soil Erosion Control Grants Program -- The Conservancy is implementing a local assistance program involving grants to local governments for erosion control activities. This program is intended to address the preservation of Lake Tahoe's exceptional water quality by funding projects that are needed to repair damage caused by existing development, primarily along roadways. These projects involve acquisitions and site improvements such as the re-vegetation of barren slopes, roadside and storm drainage facilities, and sediment basins.
2. Acquisition of Environmentally Sensitive Lands and Other Significant Resource Lands -- Second, the Conservancy is acquiring undeveloped environmentally sensitive and other significant resource lands in order to prevent further degradation of water quality due to development of these lands. These lands are considered environmentally sensitive because they are prone to erosion or because they contain wetlands and marshes, which are valuable in filtering out water-borne nutrients before, they can get to the lake. The vast majority of these acquisitions remain undeveloped properties (they are typically managed for open space purposes; some sites may include minor improvements to accommodate informal, interim uses pending completion of a formal planning process). Lands are also being acquired to address public access and wildlife enhancement needs.
3. Stream Environment Zone, Watershed, and Habitat Restoration Projects -- Third, the Conservancy is implementing a set of programs, involving the design and implementation of larger restoration projects with correspondingly greater resource benefits, to acquire, restore and/or enhance disturbed stream environment zones, habitat areas, and other watershed lands in order to repair and mitigate damage caused by development. A major focus of this effort is on wetlands and watershed lands associated with the Upper Truckee River and related tributaries. For example, the funds could be used for the removal of large amounts of fill, dilapidated structures, and other impervious surfaces inappropriately located in sensitive natural areas; re-vegetation of larger areas; installation of comprehensive erosion control and drainage improvements on an acreage or watershed basis; or restoration of natural drainage patterns in disturbed SEZs; preservation of a diversity or mix of habitat types, especially those that provide animal movement corridors or which support species identified as endangered, threatened, rare, sensitive, or of special interest. In these ways, the Conservancy can help preserve biodiversity in the Basin on a bioregional basis.

4. Urban Forestry and Fuels Management Activities -- In 1990, the Conservancy adopted Forest Resource Management Guidelines. Among the objectives of the Conservancy's forest habitat enhancement and fuels reduction activities are to provide for a healthier, more diverse forest environment; enhance wildlife habitat; and provide for public safety and protection of property through fuel hazard reduction.

5. Public Access and Recreation Program -- The Conservancy has also established a program to deal with its mandate to provide public access and recreational opportunities in the Tahoe Basin. The Conservancy's program seeks to address this demand and accommodate it in an environmentally sound manner by enhancing facilities at existing sites, establishing new public access sites at appropriate locations, and by connecting existing facilities with hiking and biking trails. Under its public access and recreation program, the Conservancy is addressing these needs through direct activities and grants. Signature projects include enhancement of lake dependent recreational uses over 56 acres of public ownership in the center of the City of South Lake Tahoe; and efforts to complete and enhance the region's bike trail network, including the North Tahoe Bike Trail and South Tahoe Greenway segments.

2. What are your organization's plans to upgrade or replace your IT infrastructure for the following? When responding, please indicate the timeframes of your intended upgrade or replacement efforts.

2.1. Hardware

Application Servers: Currently replacing (Fall 2008)

Active Directory Infrastructure: One Domain Controller (DC) FY09/10, One DC FY11/12

MS Exchange Server and email infrastructure: Exchange FY11/12, Net facing email server: FY10/11

Fiscal Management/Database servers: FY 10/11

Storage Area Network Hardware: FY 11/12

GoodLink/Treo email synch server: Spring 2009

Desktop PCs: One third of the PCs yearly (Approximately 16 PCs per year)

Specialized Standalone PCs for Graphics Usage and GIS: FY 08/09

2.2. Software

Just upgraded Office Suite to MS Office 2007 (Winter 2008).

Currently upgrading Citrix Presentation Server to 4.5. (Fall 2008)

No major upgrades are planned at this time.

Will re-evaluate at the time of each of Microsoft's product upgrades as well as the release of Citrix XenApp

2.3. Network

Firewall: Is under maintenance and will be replaced as needed.

Switches: FY 12/13

3. Existing Approved Reportable IT Projects

PROPOSED IT PROJECTS

Complete this IT Project Proposal Form (questions 4.1 through 4.15 below) for each proposed IT project that meets the definition of a reportable project as defined in the State Administrative Manual Section 4819.37:

- 4.1. Proposal name and priority ranking:

- 4.2. Description of the proposed IT project:

- 4.3. Which of your department's business goals and objectives does this project support, and how?

- 4.4. What are the expected business outcomes or benefits of the proposal as they relate to your organization's business goals and objectives?

- 4.5. The following are from the State's IT strategic plan. Check the appropriate box(es) to identify the goals this proposal supports:
 - Supporting and enhancing services for Californians and businesses
 - Enhancing information and IT security
 - Reducing state operational costs (leveraging, consolidation, new technology, etc.)
 - Improving the reliability and performance of IT infrastructure
 - Enhancing human capital management
 - Supporting state and agency priorities and business direction

- 4.6. Is the proposal consistent with your organization's Enterprise Architecture?

Yes
No

If no, please explain why the deviation from the organization's Enterprise Architecture is necessary.

4.7. Will the proposed system collect, store, transmit, or exchange confidential or sensitive information?

Yes
No

4.8. If this proposal is conceptually approved, what is the estimated date (mm/yyyy) the FSR will be submitted?

4.9. What is the estimated project start date (mm/yyyy) if the FSR is approved?

4.10. What is the duration of the proposed project?

4.11. Will the proposed project utilize the existing infrastructure?

Yes
No

If no, please explain.

4.12. Is the proposal related to another proposal or to an existing project?

Yes
No

If yes, describe the related proposal or project and how it is related:

4.13. Describe the consequences of not doing this proposed project at the planned timeframe:

4.14. Check the appropriate box(es) to identify the proposal's funding strategy:

Augmentation needed
Redirection of existing funds
Other (describe):

4.15. What are the estimated cost and funding source(s) by fiscal year through implementation (information should be provided in the following format):

Fund Source	2009-10	2010-11	2011-12	2012-13	2013-14 and future	Total
General Fund						
Federal Fund						
Special Fund*						
Total						

* Note: Identify the fund source and if the department is the sole user of the fund.

A.1. Does your organization have documented Enterprise Architecture principles, strategies, or standards to guide decisions on technology projects?

Yes

No X

A.2. Indicate on Table A-1 below, the completion status of the component Reference Models of your formal Enterprise Architecture efforts. If available, please submit a copy of your Enterprise Architecture document.

Table A-1, Enterprise Architecture Completion Status

	Status			
	Implemented	Implementation in Progress	Planned or Planning in Progress	Not Implemented and Not Planned
Business				X
Service				X
Technical				X
Data				X

A.3. Describe the governance structure your organization uses to review and approve the Enterprise Architecture and any subsequent changes.

The Conservancy has an IT Working Group that consists of managers and IT staff who assist in the development and/or review of IT proposals.

A.4. Does your organization have an Enterprise Architect? (if yes, provide their name, telephone number, and e-mail address below)

Yes

No X

Name: _____

Classification: _____

Telephone Number: _____ E-Mail: _____

B.1. How is your Information Security Officer involved in proposed project development efforts?

Our Information Security Officer is involved from the beginning of the projects, providing input to the project and approving the proposed IT project.

B.2. What are your department's core business principles, policies and standards related to information integrity, confidentiality, and availability and the protection of information assets?

The California Tahoe Conservancy is a small agency of approximately 50 employees with a focused mission. Our information assets, including all files, records and databases used in the regular course of business are relatively few in number. Accordingly, implementation of the Conservancy's information security measures is a narrower task than such measures might be for larger agencies within the State of California.

The Conservancy implements security measures and controls to provide for the confidentiality, integrity, and availability of information, regardless of its form (electronic, print, or other media). Information security is a critical component of the Conservancy's business principles, and ensures business continuity and protection against unauthorized access, use, disclosure, disruption, modification, or destruction.

The Conservancy is bound by, and is in compliance with the requirements specified in the State Administrative Manual (SAM) sections 5300-5399. These sections guide the Conservancy's management of security and risks associated with information assets.

B.3. If data within your department is shared with external entities, does your department implement data exchange agreements with these entities?

Yes

No X

If no, please explain.

We do not have data exchange agreements with external entities because the only data we share is Geographic Information System (GIS) data which is public domain data.

Not applicable

B.4. How does your department ensure that software developers and programmers follow standards and best practices for Web, application, and system development?

The Conservancy is a small agency of approximately 50 employees with a focused mission. Software development and programming is fairly minimal at the Conservancy. Accordingly, the legal department, as well as each department manager, are able to ensure that any software development or programming complies with the State standards for web, application, and system development.

The Conservancy is in compliance with the recommended approaches set forth in the Information, Organization, Usability, Content Currency, and Accessibility standards and guidelines for the implementation of web, application, and system development.

B.5. Does your organization have an Information Security Officer? (if yes, provide their name, telephone number, and e-mail address below)

Yes

No

Name: David Gregorich

Classification: Staff Services Manager I

Telephone Number: (530) 543-6005 E-Mail: dgregorich@tahoe.ca.gov

C.1. Does your organization have a workforce development plan for IT staff?

Yes – Partial development in progress.

No

If yes, briefly describe it. Please see the response provided in C.2.

C.2. Check the appropriate box(es) to identify which workforce development tools, if any, your organization is using for IT classifications:

Training

Upward Mobility

Mentoring

Career Assessments

Knowledge transfer program (cross-training)

Performance Evaluations

Other (please list) X – Developing exams and certification hiring lists so the agency may recruit and draw from a pool of eligible and qualified applicants that have expressed a desire to work in a remote office/location.

C.3. Does your organization have a workforce plan for IT staff (i.e., for Rank and File)?

Yes X

No

If yes, briefly describe it. Same as C.2. above.

Same as C.2. above

C.4. Does your organization have a succession plan for IT staff (i.e., for Management)?

Yes

No X – All IT staff are Rank and File

If yes, briefly describe it.

C.5. IT Staffing

Provide the following information in table C-1 on the following page:

- 1 The name of each IT classification currently in the organization.
- 2 The number of staff in each IT classification in the organization.
- 3 The number of staff in each IT classification eligible to retire in the next five years.
- 4 The percentage of each IT classification eligible to retire in the next five years.

Table C-1 — IT Staffing

IT Rank and File Staff Classification	Number of IT Rank and File Staff in Classification	Number of IT Rank and File Staff in Classification Eligible to Retire in Next 5 Years	IT Management Staff Classification	Number of IT Management Staff in Classification
Staff Programmer Analyst	(1)	(1)	0	0
Associate Info Systems Analyst	(1)	0	0	0

D.1. Does your organization have a process for improving the alignment of business and technology?

Yes

No

If yes, briefly describe it.

We have an IT Working Group that meets quarterly. It is composed of managers and IT staff. As we revisit and update our Business Continuity Plan and IT Policies, we take the opportunity to review the alignment of business and technology.

D.2. What is the status of implementing a formal portfolio management methodology for technology projects within your organization?

Implemented (Please describe)

Implementation in progress (Please describe)

Planned or planning in progress

Not implemented and not planned – Due to the small size of our agency.

D.3. List any automated tools being used for portfolio management. Enter "None" if no automated tools are being used.

None

D.4. What is the status of implementing a standard project management methodology for technology projects in your organization?

Implemented (Please describe)

Implementation in progress (Please describe)

Planned or planning in progress
Not implemented and not planned

D.5. Does the organization require its project managers to be certified, either through a professional organization (e.g., PMI, ITIL) and/or through completion of specified project management coursework:

Yes

PMI

ITIL

Agency-specified project management coursework (identify below)

No

D.6. Select from the list other areas of training your organization requires of its project managers:

Fundamental Project Management

Systems Development Life Cycle

Scheduling tool (identify below)

-

-

-

Project Performance Management (e.g., Earned Value Management)

Business Process Analysis

Requirements Traceability

Procurement/Contracts Management

Other (identify below)

-

-

-

None Required. However, some of our project managers have been trained in Fundamental Project Management, Systems Development Life Cycle, Business Process Analysis, and Procurement/Contracts Management.

D.7. Describe project-level governance practices, including change management, issue resolution, and problem escalation.

Project-level governance practices are being developed and will include change management, issue resolution, and problem escalation.

D.8. Does the project management methodology include processes for documenting lessons-learned and applying these to future projects?

Yes (Please describe)

No The standard project management methodology is in planning and will include processes for documenting lessons-learned and applying these to future projects.