

**TO:** HONORABLE MAYOR  
AND CITY COUNCIL

**FROM:** Randall Murphy  
Interim CIO

**SUBJECT:** Daylight Saving Time and  
Email Calendar Entry Issue

**DATE:** February 29, 2008

Approved

*Christine G. Shippy*

Date

*3-03-08*

### INFORMATION

#### **Daylight Saving Time Change for Computer Equipment**

This year, Daylight Saving Time (DST) will occur on Sunday, March 9, 2008. The Energy Policy Act of 2005 changed the DST dates beginning the second Sunday in March and ending the first Sunday in November (November 2, 2008). The Information Technology Department (ITD) and technical staff within individual departments have implemented the necessary updates to operating systems, databases, and application software within the City. We anticipate that all critical production systems will be unaffected with the exception of our email and calendaring systems. ITD has been working closely with staff from the departments with technology staff outside of ITD (i.e. Environmental Services, Airport, Police, Library and the Redevelopment Agency) to migrate their email systems to a supported platform. These departments are still running older email and calendaring systems that require updating before this problem can be rectified.

ITD is in the process of upgrading the email and calendaring systems of remaining departments, but this upgrade will not be completed prior to March 9, 2008. Therefore, we anticipate that calendar entries may be off by one hour using both the older or upgraded email and calendaring systems. In other words, this issue will not be limited to those departments that have not yet migrated; the upgraded departments will also experience the calendar issue when meetings are scheduled with those departments that have not yet upgraded. We will be sending instructions to end-users and departmental network coordinators on how to manually correct the calendaring issue. This issue may affect both internal and external users to and from the City.

We anticipate completion of the upgrade of email and calendaring systems of the remaining departments to be completed by the second Quarter of 2008.

*Randall Murphy*

Randall Murphy  
Interim Chief Information Officer