

**COUNTY OF SAN MATEO**  
**DEPARTMENTAL CORRESPONDENCE**

DATE: January 23, 2001  
TO: Honorable Board of Supervisors  
FROM: Tom Huening, Controller  
SUBJECT: Appropriation Transfer to Upgrade the Controller's Local Area Network (LAN)

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**RECOMMENDATION**

**Approve an Appropriation Transfer Request (ATR) in the amount of \$82,323 transferring funds from Salaries and Benefits (\$39,159), Services and Supplies (\$15,239) and Departmental Reserves (\$27,925) to Other Charges (\$74,011) and Fixed Assets (\$8,312) in order to cover hardware, software and labor costs for the Controller's Office Local Area Network Project Upgrade.**

**BACKGROUND/DISCUSSION**

ISD has recommended that the Controller's Department upgrade its LAN environment. The benefits of this upgrade are:

- Configuration based on ISD standards being implemented in other County Departments.
- Greater depth in the number of ISD staff who can support us.
- Faster maintenance response - 15 minutes to reconfigure a workstation.
- Standardized workstation and server configuration recommended by software manufacturers vs. current (hodgepodge) proprietary LAN software configuration
- Reduced Controller staff down time
- Payback time of just over 2 years on hardware with 3 year warrantee and expected life of 4 – 5 years

The current LAN environment is proprietary Parts have been purchased from multiple vendors and computers assembled in house Each workstation in our office has its own unique build that results in a labor-intensive maintenance process Our LAN servers are over 4 years old We contract with ISD for LAN Management, the Service Level Agreement is \$36,600 a year. Additional hourly charges from ISD are estimated to run \$26,500 this year if we continue to use our aging, non-homogenous LAN environment This represents an increase of 72% over the ISD Service Level Agreement. In addition to the ISD charges, we estimate that our Accounting Information Systems Manager will spend an additional \$12,800 worth of unscheduled time to keep our LAN operational We are unable to estimate

## COUNTY OF SAN MATEO

### DEPARTMENTAL CORRESPONDENCE

the costs of lost productivity of our staff due to system down time. Given these unanticipated costs, we asked ISD to recommend cost-saving measures that would reduce, and preferably eliminate, these additional service charges. This Local Area Network Project Upgrade was based on their recommendation. The project includes the replacement of 48 workstations, a server, and the ISD design, project administration and installation costs.

#### **REVIEW BY OTHERS**

The Information Services Division approached our office with this recommendation and has engineered the LAN upgrade. Upon approval, ISD has agreed to be responsible for the entire LAN upgrade project.

#### **FISCAL IMPACT**

The cost quoted by ISD for the Controller's Office Local Area Network Project Upgrade is \$82,323. The costs for hardware, software and labor will be offset by \$39,158 from Salary and Benefits savings, \$15,239 from the Services & Supplies, and \$27,926 from Departmental Reserves. The use of departmental reserves is in compliance with the Board of Supervisors Reserves Policy. There is no Net County Cost.

**APPROPRIATION TRANSFER REQUEST**  
**Controller's Office**

**REQUEST # ATR1 057**  
**DATE: January 23, 2001**

**FROM:**

<b>Fund or Org</b>	<b>Account</b>	<b>Amount</b>	<b>Description</b>
14110	4111	\$ 8 001	Salaries
14210	4111	\$ 8 661	Salaries
14410	4111	\$ 4 134	Salaries
14610	4111	\$ 695	Salaries
14320	4111	\$ 5 523	Salaries
14100	4311	\$ 1 828	Benefits
14210	4311	\$ 1 818	Benefits
14410	4311	\$ 4 310	Benefits
14610	4311	\$ 448	Benefits
14320	4311	\$ 3 741	Benefits
14110	5858	\$ 15 239	Professional Contract Services
14110	8612	\$ 27 926	Departmental Reserves
		<b>\$ 82,323</b>	<b>TOTAL</b>

**TO:**

<b>Fund or Org</b>	<b>Account</b>	<b>Amount</b>	<b>Description</b>
14110	6713	\$ 74 011	Automation Services-ISD
14110	7311	\$ 8 312	Fixed Assets
		<b>\$ 82,323</b>	<b>TOTAL</b>

**COUNTY OF SAN MATEO  
APPROPRIATION TRANSFER REQUEST**

REQUEST NO  
ATRI 057

DEPARTMENT CONTROLLER DATE \_\_\_\_\_

**1 REQUEST TRANSFER OF APPROPRIATIONS AS LISTED BELOW**

	C O D E S		AMOUNT	DESCRIPTION
	FUND OR ORG	ACCOUNT		
From	14000 SEE ATTACHED		82,323 00	SEE ATTACHED
To	14000 SEE ATTACHED		82,323 00	SEE ATTACHED

Justification (Attach Memo if Necessary)

Approve an appropriation transfer request in the amount of \$82,323 to upgrade the Controller's Local Area Network (LAN).

DEPARTMENT HEAD  
BY [Signature] DATE 1-24-01

2  Board Action Required  Four-Fifths Vote Required  Board Action Not Required  
Remarks \_\_\_\_\_

COUNTY CONTROLLER  
BY [Signature] DATE 1-24-01

3  Approve as Requested  Approve as Revised  Disapprove  
Remarks \_\_\_\_\_

COUNTY MANAGER  
BY \_\_\_\_\_ DATE \_\_\_\_\_

**DO NOT WRITE BELOW THIS LINE — FOR BOARD OF SUPERVISORS' USE ONLY**

BOARD OF SUPERVISORS COUNTY OF SAN MATEO STATE OF CALIFORNIA  
RESOLUTION TRANSFERRING FUNDS

RESOLUTION NO \_\_\_\_\_

RESOLVED by the Board of Supervisors of the County of San Mateo that

WHEREAS the Department hereinabove named in the Request for Appropriation Allotment or Transfer of Funds has requested the transfer of certain funds as described in said Request and

WHEREAS the County Controller has approved said Request as to accounting and available balances and the County Manager has recommended the transfer of funds as set forth hereinabove

NOW THEREFORE IT IS HEREBY ORDERED AND DETERMINED that the recommendations of the County Manager be approved and that the transfer of funds as set forth in said Request be effected

Regularly passed and adopted this \_\_\_\_\_ day of \_\_\_\_\_ 19\_\_\_\_

Ayes and in favor of said resolution

Noes and against said resolution

Supervisors \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Supervisors \_\_\_\_\_  
\_\_\_\_\_  
Absent  
Supervisors \_\_\_\_\_

ATTEST

\_\_\_\_\_  
CHAIRMAN BOARD OF SUPERVISORS  
COUNTY OF SAN MATEO

\_\_\_\_\_  
Clerk of Said Board

<input type="checkbox"/> STRUT ON	— BOARD OF SUPERVISORS
WHITE	— CONTROLLER
GREEN	— COUNTY MANAGER
CANARY	— DEPARTMENT
PINK	— TREASURER
GOLDENROD	