

DEPARTMENT: Board

BY: PHONE: 966-3222

RECOMMENDED ACTION AND JUSTIFICATION: (Policy Item: Yes ___ No X)

Approve Budget Action Transfer for Public Works Department (\$3,600).

On November 14, 2000, the Board of Supervisors adopted Resolution No. 00-384, approving the budget action transferring \$19,000 from salary savings in the Public Works Administration Budget to Data Processing for upgrading the Public Works Department network. The purchase of furniture for two positions in the Road Department was not needed as an inter-department transfer of furniture was possible, allowing for the transfer of unused funds in the Furniture and Fixtures account to the Computer Equipment account, which will increase the funds for the server portion of the network project.

BACKGROUND AND HISTORY OF BOARD ACTIONS:

The Board has approved previous transfers.

LIST ALTERNATIVES AND CONSEQUENCES OF NEGATIVE ACTION:

⇒
⇒

COSTS: (x) Not Applicable
A. Budgeted current FY \$ _____
B. Total anticipated costs \$ _____
C. Required additional funding \$ _____
D. Internal transfers \$ _____

SOURCE: () 4/5ths Vote Required
A. Unanticipated revenues \$ _____
B. Reserve for contingencies \$ _____
C. Source description: _____
Balance in Reserve for Contingencies, if approved: \$ _____

SPECIAL INSTRUCTIONS:
List the attachments and number the pages consecutively:

CLERK'S USE ONLY:
Res. No.: 01-53 Ord. No. _____
Vote - Ayes: 5 Noes: _____
Absent: _____ Abstained: _____
Am Approved () Denied
() Minute Order Attached () No Action Necessary

The foregoing instrument is a correct copy of the original on file in this office.
Date: _____
ATTEST: MARGIE WILLIAMS, Clerk of the Board
County of Mariposa, State of California
By: _____
Deputy

ADMINISTRATIVE OFFICER'S RECOMMENDATION:
This item on agenda as:
 Recommended
 Not Recommended
 For Policy Determination
 Submitted with Comment
 Returned for Further Action
Comment: _____
C.A.O. Initials: FD

BUDGET ACTION FORM

FUND	DEPT/DIV	ACCOUNT	DESCRIPTION	PROJECT	INCREASE	DECREASE
300	0301	581-0642	Computer Equipment		3,600	
300	0301	581-0643	Furniture & Fixtures			3,600
001	0104	414-1090	GENERAL CONTINGENCY			
TRANSFER BETWEEN FUNDS						
TOTAL					3,600	3,600

ACTION REQUESTED: (Check all that apply)

- () Budget appropriation by Board of Supervisors (4/5ths Vote Required): Amending the total amount available in the county budget, or in any one fund of the budget, or appropriating Reserve for Contingencies;
- (X) Transfer by Board of Supervisors (3/5ths Vote Required): Moving existing appropriations from one budget to another, or between categories within a budget unit;

JUSTIFICATION: At the November 14, 2000 Board meeting, Res. No. 00-384, the Board approved the network upgrade at Public Works. This is for the server portion of the project. See attached memo from Dennis Patrick. We were able to get furniture from other departments for the two positions freeing up line 0643 funds.

DEPT HEAD SIGNATURE *[Signature]* DATE *02/13/01*
 APPROVED BY RES NO. *01-53* CLERK *[Signature]* DATE *3-6-01*

300 - ROADS

AUDITOR'S USE ONLY

BA#

Approval of Minutes of 10/10/00 and 10/17/00 Regular Meetings, and 10/20/00 Meeting
(Continued from 10/17/00 Meeting)

BOARD ACTION: Approved.

Approval of Consent Agenda (See End of Minutes)

BOARD ACTION: Supervisor Stewart pulled items 4 and 7. (M)Pickard, (S)Reilly, balance of items were approved/Ayes: Unanimous. Supervisor Stewart advised of the request for approval of a resolution to be presented along with the certificates at the Firefighters Recognition Dinner. (M)Stewart, (S)Reilly, item 4 was approved, along with the resolution of recognition/Ayes: Unanimous. Discussion was held with Jim Petropulos, Public Works Director, and Marty Allan, PWD-Fleet Fiscal Manager, relative to item 7. Jim advised that they are looking for reimbursement from the State for the Ben Hur clean-up site as the State is certain that the County is not the source of contamination. Discussion was held with Jim Petropulos relative to the transfer for the sidewalks/streets project. (M)Stewart, (S)Balmain, item 7 was approved/Ayes: Unanimous.

Jacque Meriam, Librarian;

Approve the Moving Timeline of the Mariposa County Library

BOARD ACTION: Following discussion, (M)Reilly, (S)Pickard, Res. 00-381 adopted/Ayes: Unanimous.

Assistant Sheriff Jim Allen appeared on behalf of Pelk Richards, Sheriff;

Authorize the County Administrative Officer to Execute the Bureau of Justice Assistance Grant

BOARD ACTION: Following discussion, (M)Balmain, (S)Stewart, Res. 00-382 adopted/Ayes: Unanimous. (Note: motion was amended later this date to authorize the Chairman to execute the grant.)

Jim Petropulos, Public Works Director;

A) Approve Budget Action Increasing Revenue and Appropriations to Reflect Money Received into the Road Fund from AB 2928 Traffic Congestion Relief Plan in the Amount of \$546,817.95 (4/5ths Vote Required)

BOARD ACTION: Following discussion, (M)Pickard, (S)Reilly, Res. 00-383 adopted/Ayes: Unanimous.

B) Approve Budget Action Transferring Funds from Salary Savings in the Public Works Administration Budget to Data Processing for Upgrading the Public Works Network in the Amount of \$19,000 (4/5ths Vote Required)

BOARD ACTION: Following discussion, (M)Balmain, (S)Stewart, Res. 00-384 adopted. Dennis Patrick, Technical Services Director, provided input. Mike Bird provided input. Discussion was held relative to following the proper bid processes for this project. Ayes: Unanimous.

C) Resolution Authorizing the Public Works Assistant Director to Take Home a County Vehicle for Call-outs and Emergency Situations

BOARD ACTION: Following discussion, (M)Pickard, (S)Stewart, Res. 00-385 adopted/Ayes: Unanimous.

D) Approve Budget Action Transferring Salary Savings to Extra-Help in the Fleet Budget in the Amount of \$11,378 (Public Works-Fleet)

BOARD ACTION: Following discussion with Marty Allan, PWD-Fleet Fiscal Manager, Res. 00-386 adopted/Ayes: Unanimous.

MARIPOSA COUNTY DATA PROCESSING

Dennis Patrick
Technical Services Director

Bob Grycel
Information Systems Specialist

Miguel Camacho
Network Administrator



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MEMORANDUM

DATE: September 12, 2000
TO: Jim Petropulos, Public Works Director
FROM: Dennis Patrick, Technical Services Director
RE: Public Works Network
CC:

This memo is for the purpose of informing you about our evaluation of your network, as well as making recommendations for bringing it up to basic minimum standards for function-ability, reliability, and performance.

We have finished inspecting and evaluating your Information Systems and have taken the following immediate actions:

1. We have changed the passwords of the System Administrator user profile and the former system administrator, Mr. Atkinson. We have also disabled his user profile.
2. We have changed all the telephone numbers that are used for modems. This is a common security step when a high-level system employee terminates employment.
3. We have reconfigured the Proxy Server so that it can not be dialed into.
4. We have turned off the ability of the former Administrator to dial into his old PC.
5. We have change the password for ftp (file transfer protocol) access to the Public Works web site on the Counties' domain. (By the way, the email addresses listed there were gone and an advertisement was there in its place).
6. As mentioned above, we have analyzed your system.

The following are problems we have found with your system:

1. The file servers are inadequate. Both file servers looked like they were constructed by Bruce. They are left with the sides off for frequent repair/tweaking, and perhaps to keep them cool. This is a bad practice, as it allows the systems to become very dirty in a short period of time, and dirt can

hurt electronic components in several ways. Also, the servers' hard disk capacity is too small, which has resulted in the PWD staff not saving data to the server, which is probably THE main reason to have a network. The server has no "fault tolerance" built in. This is, in my opinion, an absolute essential with governmental network servers. Fault tolerance is a hardware/software protection that allows the network to continue to function in the event of a hard disk failure.

2. The physical security of the server is non-existent. You can incorporate all the system security you want, but if the server is physically accessible to just about anyone, anytime, you do not have a secure system.
3. The backup procedures for the CAD system are completely inadequate. There is no tape backup, and no off site storage for current data. The backup was done on a hit and miss basis, using a disk to disk copy from the server to a local PC. Other data on the server appears to not get backed up at all.
4. Staff is poorly trained on the network, both as to functionality and advantages.
5. The cabling is a mess. Intra-building and Inter-building cabling is sloppy and deficient. Of particular concern is the cabling between the Admin building and the Engineering building which has no redundancy, and the cabling between Admin and Fleet Maintenance which is simply done wrong.
6. Organization of tools, supplies, parts, etc. are...well, not organized.

In short, I am very concerned about the reliability and longevity of the network in Public Works. The good news is that, if we address the problems correctly, we in Data Processing can support your network without adding additional staff, at this point.

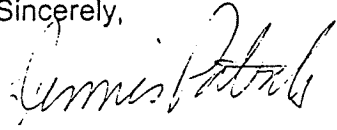
Here are my recommendations for archiving the network stability, reliability and performance that would enable us to support you:

1. Cable the Admin and Engineering Buildings correctly with CAT5 cable, terminated at the central hub location with a proper distribution panel, and done with an appropriate amount of redundancy.
2. Secure the computer room in Admin and the distribution room in Engineering, with lockable doors. We can discuss the details of this recommendation a little later.
3. Purchase a new (upgraded) server, with adequate storage, a back up tape device and fault tolerance.
4. Purchase new hubs and switches for the newly cabled system.
5. Re-cable from Admin to Fleet Maintenance with fiber optics, including a "patch through" in the Sign Building. This will eliminate two potentially major problems, another loss of equipment due to lightning, and ground differentials that can destroy electronic equipment in disparate buildings.
6. At the time of the cabling in #6 above, also pull a 25 pair telephone cable from Admin to Fleet. This is recommended, because the other conduit to Fleet was broken and repaired and can never have cable run through it again. Essentially this does not cost us any labor, since we are already making a pull of the fiber.
7. Install shielded, twisted pair (network) cables from Fleet Maintenance to Facilities Maintenance. This would require Facilities finishing the conduit that is already halfway between the buildings.
8. Reorganize (simplify) the network procedures for the staff.
9. Reconfigure (simplify) the server folder structure.
10. Establish backup and restore procedures.

11. Establish security procedures.
12. Clean up and organize parts, supplies, etc.

I have attached a cost analysis spreadsheet for the above-mentioned work, as well as bids received from Sierratel Business Systems for the cabling.

Sincerely,



Dennis Patrick
Technical Services Director

PUBLIC WORKS NETWORK UPGRADE COST ANALYSIS

ITEM	LABOR COST	MATERIAL COST	TAX	SUBTOTAL
* Cable Admin and Engineering (Tax Incl.)	\$5,060.00	\$2,301.79	\$0.00	\$7,361.79
Fiber Optic and 25 Pair Tel. Between Bldgs	\$1,650.00	\$3,298.70	\$0.00	\$4,948.70
Shielded Cable between bldgs	\$330.00	\$396.36	\$0.00	\$726.36
SUBTOTAL - CABLING				<u>\$13,036.85</u>
File Server	\$0.00	\$5,159.00	\$399.82	<u>\$5,558.82</u>
2 - 16 Port 1 GB TX SC Switches		\$2,719.98	\$210.80	\$2,930.78
1 - 6 Port 1 GB TX SC Switch		\$629.99	\$48.82	\$678.81
1 - 24 port 100 BaseT Switch		\$459.95	\$35.65	\$495.60
2 Wall Mount 12 Port TX Terminating Boxes		\$238.00	\$18.45	\$256.45
1 Rack Mount 12 Port TX " Box		259.95	\$20.15	\$280.10
SUBTOTAL - NETWORK EQUIPMENT				<u>\$4,641.73</u>
TOTAL COST				<u><u>\$23,237.40</u></u>

*All cabling prices include tax for materials.

With this work complete and this equipment installed, Data Processing would then be in a good position to support and manage your network for the foreseeable future. We still need to address internet issues, but those are a separate matter and should be considered along with the entire County.