



COUNTY OF HUMBOLDT

For the meeting of: January 3, 2017

Date: December 23, 2016

To: Board of Supervisors

From: Amy S. Nilsen, County Administrative Officer

Subject: Establish Fixed Asset Account for Software Licenses, Support, and Hosting of Microsoft Exchange Online

RECOMMENDATION(S):

That the Board of Supervisors approve the attached budget transfers moving funds in the Information Technology (3550118) and Department of Health and Human Services – Social Services (1160511) budgets to a fixed asset account for the purchase of software licenses, support and hosting services required for Microsoft Exchange Online.

SOURCE OF FUNDING:

All county funds

DISCUSSION:

On December 13, 2016, your Board approved and authorized the County Purchasing Agent to execute a Microsoft Enterprise Agreement with Dell for the implementation, conversion, licensing, support and hosting services required to upgrade Microsoft Exchange. Email is absolutely critical to the operations of the county. Currently the county's email system, Microsoft Exchange environment, is housed on premises in the county Information Technology building. The current email environment/infrastructure consists of multiple servers and is complex to maintain and support, and offers limited disaster recovery options. The county is constantly looking at opportunities to manage costs and improve service and has researched the current trend within

Prepared by Cheryl Dillingham

CAO Approval

REVIEW:

Auditor

County Counsel

Human Resources

Other

TYPE OF ITEM:

☒ Consent
☐ Departmental
☐ Public Hearing
☐ Other

PREVIOUS ACTION/REFERRAL:

Board Order No. _____

Meeting of: _____

BOARD OF SUPERVISORS, COUNTY OF HUMBOLDT

Upon motion of Supervisor Sundberg Seconded by Supervisor Fennell

Ayes Sundberg, Fennell, Bass, Bohn, Wilson
Nays
Absent

and carried by those members present, the Board hereby approves the recommended action contained in this Board report.

Dated: Jan. 3, 2017

By: Kathy Hayes, Clerk of the Board

California public agencies to move to Microsoft Exchange Online. After careful analysis and input from the Humboldt County Department of Health and Human Services – Information and Technology Division and the Humboldt County Department of Child Support Services – Information and Technology Division, the decision was made to move the county email to Microsoft Exchange Online.

At the time the agreement was approved it was not known that the funds needed to be in a fixed asset account for the purchase of the software licenses, support and hosting services need to implement Microsoft Exchange Online. The recommended budget adjustments move currently budgeted funds to a fixed asset account.

FINANCIAL IMPACT:

The total first year costs for the upgrade to Exchange Online are estimated to be \$251,300. Costs are proposed to be shared between the Information Technology Division of the County Administrative Office and the Department of Health and Human Services, based on users and services. Information Technology will then charge other county departments based on the number of users.

This decision supports your Board's priorities for new initiatives by managing resources to ensure sustainability of services, and providing for and maintaining vital infrastructure.

OTHER AGENCY INVOLVEMENT:

All county departments.

ALTERNATIVES TO STAFF RECOMMENDATIONS:

The Board may decide not to approve the attached budget transfers. However, this alternative is not recommended because the Board previously approved the agreement and the budget transfer is needed to allow the Auditor's office to properly capitalize the expenditures.

ATTACHMENTS:

Attachment 1 – Budget Transfer Department of Health and Human Services – Social Services
Attachment 2 – Budget Transfer Information Technology

A _____

DEPARTMENT #: 511 POSTING DATE: _____

- | | | |
|----------|---|---------------|
| | Transfer within expenditure/revenue category (with Auditor Approval) | Original only |
| X | Transfer between expenditure/revenue category (with CAO & Auditor Approval) | Original +1 |
| | Increase/decrease Intrafund Transfer account (with Board Approval)* | Original +1 |
| | Transfer to or from Contingencies (with Board Approval)* | Original +1 |
| | Increase/decrease budget unit appropriation (with Board approval)* | Original +1 |
| | Establish/transfer funds in Fixed Assets <\$10,000 (CAO & Auditor Approval) | Original +1 |
| | Establish/transfer funds in Fixed Assets >\$10,000 (with Board Approval)* | Original +1 |

[illegible]

- Per Board Agenda Item: #

Date 12/22/16 (signed) Connie Beck, DHHS Director

Date 12/27/16 (signed) [Signature]

Date 12/22/14 (signed) [Signature]

Posted by

A

1.) The reason for this budget transfer request is:

2.)