



*Department of Finance, Office of the Secretary-Treasurer*

PCB06-18

Feb 24, 2006

**MEMORANDUM**

TO: Montgomery County Planning Board

FROM: Patricia Colihan Barney, Secretary-Treasurer

SUBJECT: Request to Spend Salary Lapse – FY2006

As the result of an increase in employee turnover and retirements, the Finance Department is projecting to save approximately \$266,500 (\$133,250 per county) in salary lapse for fiscal year 2006. I respectfully request to spend this savings on the following list of items. The list below represents technology items necessary to move forward with implementation of specific business initiatives such as Windows 2003 and Crystal Reports. In addition, we plan to replace older items that are critical to day-to-day operations that have exceeded their life cycles and are in constant need of repair such as, envelope stuffing machines, postage meter machine, and the tape library (data storage device).

Core LAN Switch Upgrade

\$32,500

Network utilization has increased dramatically over the last 4-5 years. This results in performance degradation for all users of Finance Department applications. The core switch has been periodically upgraded. The chassis is 5 years old and due for lifecycle replacement. If not done, the risk is performance degradation for all EOB users and M-NCPPC users of Financial and HR systems.

Tape Library

\$25,000

Tape Library is the physical device that backs up data to tape media. The tape library enclosure is about 5 years old. Over the last year we have experienced chronic problems with the tape library that impact our ability to recover data. In addition, our data backup needs have grown significantly in the last 5 years and have extended our backup schedules. Due to chronic problems, growth of data to be backed up, and the speed at which data can be written to tape, we would like to upgrade the tape library system. If we do not perform this upgrade we risk losing our primary capability of performing data backups and restores of mission critical Finance and ERS production data.

MS Exchange 2003 Server Cluster

\$20,000

The MS Exchange 2000 Server will no longer be supported after calendar year 2006 without additional costly extended support from Microsoft. This type of migration from design and research to implementation can take a long time and the process must be started as soon as possible. Additionally, implementing a cluster will provide redundancy of our email system that we do not currently have.

P2K Web Server Hardware and Software (Personnel/Payroll System)

\$20,000

This server is needed to provide load balancing of P2K Web user connections and to provide for business continuity when one P2K server fails.

Internet Upgrade

\$15,000

The Finance Department Internet access supports all EOB and Prince George's Planning Division (PPD) users. Usage of the Internet comprises all Commission email addressed to MNCPPC.ORG, all EOB and PPD email, and general business related Internet usage by EOB and PPD staff. The EOB & PPD user communities comprise just under 400 PC's / users. Growth of doing business with external parties, data transfers as well as other Internet business usage have made it necessary to upgrade the current service application and hardware. The risk of not upgrading would be performance degradation for all EOB and PPD users who rely on Internet access for email, data transfers, and a multitude of other business uses.

Envelope Stuffers (2)

\$7,500

These machines were initially purchased in 1999 and are in constant need of repair impacting our ability to complete tasks efficiently. The machines are now past their useful life of 5 years and need to be replaced.

Audit Docking Stations and Software

\$5,750

This upgrade is necessary so that the auditors are able to take their computers to off site locations and update their findings and schedules at the time of the audit. At the current time, they are completing hand written schedules and transferring them to the computer when they return. Docking stations would eliminate redundancy in reporting audit findings. The audit specialized analysis software is designed to enable auditors to maximize their effectiveness in assessing information. There are opportunities for a shift in audit strategy, to go beyond sample testing, to review all of the data in order to conclude compliance.

OWA (Outlook Web Address) Server Replacement

\$5,000

This system has reached the end of its life cycle and must be upgraded to provide CAS employees with the ability to access email outside of the office.

Postage Meter Machine

\$2,500

This machine is over 6 years and in constant need of repair impacting our ability to complete tasks efficiently. The machine is beyond its 5-year useful life and needs replacement. In addition, Post Office Security Regulations are now requiring that digital meters be used.