



# Council Business Meeting

November 7, 2023

<b>Agenda Item</b>	BN 23-25 Budget Transfer – Contingency Transfer for Replacement of City Network Switches		
<b>From</b>	Sabrina Cotta Jason Wegner Mariane Berry	Deputy City Manager DoIT Director Finance Director	
<b>Contact</b>	<a href="mailto:Sabrina.Cotta@ashland.or.us">Sabrina.Cotta@ashland.or.us</a> ; <a href="mailto:Jason.Wegner@ashland.or.us">Jason.Wegner@ashland.or.us</a> ; <a href="mailto:Mariane.Berry@ashland.or.us">Mariane.Berry@ashland.or.us</a>		
<b>Item Type</b>	Requested by Council <input type="checkbox"/> Update <input type="checkbox"/> Request for Direction <input checked="" type="checkbox"/> Presentation <input type="checkbox"/>		

## SUMMARY

During the course of the Biennium there are times that budget adjustments are necessary. Per the Oregon Local Budgeting Manual, the amount which may be transferred from Contingency by resolution is limited to 15 percent of the total appropriations in the fund (ORS 294.463(2)). The proposed budget transfer of Contingency is under the 15% limit that can be transferred to an expenditure line item.

Staff is requesting a budget transfer from General Fund Contingency to the Information Technology budget due to a city-wide emergent need to replace network switches.

## POLICIES, PLANS & GOALS SUPPORTED

Value Statement: Quality infrastructure and facilities through timely maintenance and community investment.

## BACKGROUND AND ADDITIONAL INFORMATION

Oregon budget law (ORS 294.463(2)) provides for a transfer from Operating Contingency to another appropriation category. This Budget Transfer Request will move funds from the General Fund Contingency to the Information Technology (I.T.) budget in the amount to \$222,000. The adjustment consists of a transfer of less than 15% of total appropriation in the fund and in the IT budget, and thus Oregon budget law allows adoption by Council Resolution with no public hearing required.

This request comes from an emergent need to replace and upgrade the network switches across the City. Recently, one our server rooms caught fire due to faulty switches. It was determined that the make and age of these switches must be replaced as soon as possible to mitigate any other issues going forward. The estimated cost for this upgrade is \$222,000. Staff is requesting a transfer from Contingency for this pressing need.

The following represents the appropriation transfer:

<u>Transfer of Appropriation</u>		
From: General Fund	To: IT Capital Outlay - Network Switch Upgrade	222,000
	<b>Total Transfer of Appropriation</b>	<b>\$ 222,000</b>

## FISCAL IMPACTS

This Budget Transfer moves funds from Contingency to the IT budget.





# Council Business Meeting

## **SUGGESTED NEXT STEPS**

That the Council adopt the attached resolution to authorize the budget adjustment as defined within this report for an amendment to the 2023-25 BN budget.

## **ACTIONS, OPTIONS & POTENTIAL MOTIONS**

I move to adopt Resolution 2023-26 authorizing a 2023-25 BN budget adjustment.

## **REFERENCES & ATTACHMENTS**

Attachment 1: Resolution Adopting the Budget Transfer

Attachment 2: Staff Budget Transfer Request

## **RESOLUTION NO. 2023-26**

### **A RESOLUTION ADOPTING A BUDGET TRANSFER FOR CHANGES TO THE 2023-25 BIENNIUM BUDGET**

#### **RECITALS:**

- A. The City of Ashland 2023-25 Biennium Budget was adopted on June 6, 2023, for the period of July 1, 2023 through June 30, 2025.
  
- B. The City of Ashland (City) is authorized by ORS 294.263(2) to approve a budget transfer from Contingency to the Information Technology budget for one or more of the following reasons:
  - 1. An occurrence or condition which had not been ascertained at the time of the preparation of a budget for the current year which requires a change in financial planning.
  - 2. A pressing necessity which was not foreseen at the time of the preparation of the budget for the current year which requires prompt action.
  - 3. Funds were made available by another unit of federal, state or local government and the availability of such funds could not have been ascertained at the time of the preparation of the budget for the current year.

#### **THE CITY OF ASHLAND HEREBY RESOLVES AS FOLLOWS:**

SECTION 1. In accordance with provisions stated above, the Mayor and City Council of the City of Ashland determine that it is necessary to approve a budget transfer, establishing the following amendments:

	<u>Transfers</u>	
	<u>Appropriation</u>	<u>Resource</u>
<u>General Fund</u>		
IT Department	222,000	
General Fund Contingency		222,000
	<b>\$ 222,000</b>	<b>\$ 222,000</b>

SECTION 2. This resolution is effective upon adoption.

This resolution was duly PASSED and ADOPTED this 7th day of November 2023, and takes effect upon signing by the Mayor.

\_\_\_\_\_  
Alissa Kolodzinski, City Recorder

SIGNED and APPROVED this 7th day of November 2023.

\_\_\_\_\_  
Tonya Graham, Mayor

Reviewed as to form:

\_\_\_\_\_  
Douglas M. McGeary, Acting City Attorney

# Budget Transfer Request

Date: \_\_\_\_\_

Department: \_\_\_\_\_

Explanation of request:

## Transfer From

Account Number	Line Item Name	Amount
Total Amount of Transfer		_____

## Transfer To

Account Number	Line Item Name	Amount
Total Amount of Transfer		_____

Requested By: \_\_\_\_\_  
*Jasmin Weyr*  
 Approved By: \_\_\_\_\_ 10/30/23  
*Mariane Berry*  
 Department Head

## Mariane Berry

---

**From:** Sabrina Cotta  
**Sent:** Tuesday, October 24, 2023 9:23 AM  
**To:** Mariane Berry  
**Cc:** Jason Wegner  
**Subject:** FW: COA switch upgrades  
**Attachments:** NNZS251.pdf; QT\_2512623\_V1.pdf; QT-DH-CoA-Juniper Replacement Project 5yr support Budgetary-1091223-2.pdf; Switch Info.xlsx

Hi all,

I would like to move forward with asking Council for contingency funds to do this entire upgrade. A fire in our server room speaks to the need to move forward with this. We cannot have another fire and we need to be able to operate to provide services to the community. Let me know what you need from me on this but am sure you all can handle it just fine. I will start to let Councilmembers know this is coming.

Thanks!

## Sabrina Cotta, Deputy City Manager

*She/her/hers*



### City of Ashland

City Manager's Office

20 East Main Street, Ashland, OR 97520

541.552.2106|TTY 800.735.2900|541.488.5311 fax

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**From:** Jason Wegner <jason.wegner@ashland.or.us>  
**Sent:** Wednesday, September 27, 2023 3:24 PM  
**To:** Sabrina Cotta <sabrina.cotta@ashland.or.us>  
**Subject:** Fw: COA switch upgrades

Hi Sabrina,

Here's our cost breakdown to replace the city network switches. Chad's chart below is the simplest way to consume information, the attached documents are included if you need to dive deeper.

This effort replaces all switches in the city that are of the same make and age of the one that caught fire in the head-end earlier this month. Given the dire consequences of another fire, I recommend we complete this project as soon as possible. We were very lucky this time.

**Jason Wegner, GISP, Director**



**City of Ashland**  
**Department of Innovation and Technology**

20 East Main St, Ashland, Oregon 97520  
541.552.2417 | TTY 800.735.2900  
[jason.wegner@ashland.or.us](mailto:jason.wegner@ashland.or.us)

Online [ashland.or.us](http://ashland.or.us); social media (Facebook @CityOfAshlandOregon | Twitter @CityofAshland)

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**From:** Chad Sobotka <[chad.sobotka@ashland.or.us](mailto:chad.sobotka@ashland.or.us)>

**Sent:** Wednesday, September 27, 2023 2:19 PM

**To:** Esteban Hernandez <[esteban.hernandez@ashland.or.us](mailto:esteban.hernandez@ashland.or.us)>; Jason Wegner <[jason.wegner@ashland.or.us](mailto:jason.wegner@ashland.or.us)>; Dan Hendrix <[dan.hendrix@ashland.or.us](mailto:dan.hendrix@ashland.or.us)>

**Subject:** COA switch upgrades

The numbers are in! Here's the breakdown:

	Qty	Price
<b>Switches</b>	38	\$176,799
<b>Battery Backup</b>	20	\$12,650
<b>APC Controller</b>	20	\$6,000
<b>CAT6a Cables</b>	600	\$1,500
<b>Fiber Cables</b>	90	\$270
<b>Optics</b>	90	\$4,085
<b>Sub-Total</b>		<b>\$201,304</b>
<b>Buffer</b>	10%	\$20,130.38
<b>Grand Total</b>		<b>\$221,434</b>

Some notes about the total price tag:

- We *may* get additional cost savings on the switches when we go to purchase.
- All switches include 5 years of support.
- I did not do a complete inventory of APC UPSes. There's no way we will need 20 battery backups. We may just need to purchase the APC Controller or even just replace the battery on the switches.

- We are using 540 copper ports on the network. We won't replace every patch cable, but I'd like to replace as many as possible. The CAT6a cable that I selected are the thin ones so everything should look clean.
- The fiber cables are the same thing. We won't need to replace every cable.
- We are upgrading our entire network to 10 gig BiDi (single strand). Where possible, we will split the dual strands so we have redundancy between the new core and the remote locations.
- I felt like a buffer of 10% is adequate. Given that buffer, we should come in under budget.
- There are a few things I didn't quote, like the Neat Patch cable management.

**Chad Sobotka, AFN Operations Manager**



**City of Ashland**

**Department of Innovation and Technology**

90 N Mountain Ave, Ashland, Oregon 97520

541-552-2402 | TTY 800.735.2900

[chad.sobotka@ashland.or.us](mailto:chad.sobotka@ashland.or.us)

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# QUOTE CONFIRMATION

**CHAD SOBOTKA,**

Thank you for considering CDW•G for your technology needs. The details of your quote are below. **If you are an eProcurement or single sign on customer, please log into your system to access the CDW site.** You can search for your quote to retrieve and transfer back into your system for processing.

For all other customers, click below to convert your quote to an order.

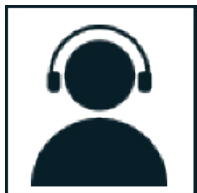
**Convert Quote to Order**

QUOTE #	QUOTE DATE	QUOTE REFERENCE	CUSTOMER #	GRAND TOTAL
NNZS251	9/27/2023	NNZS251	0455834	<b>\$18,650.00</b>

QUOTE DETAILS				
ITEM	QTY	CDW#	UNIT PRICE	EXT. PRICE
<a href="#">APC Smart-UPS X 1000VA SmartConnect Port Tower Extended Run, LCD, 120V</a> Mfg. Part#: SMX1000C Contract: Oregon IT Hardware VAR Contract (5603)	20	6370450	\$632.50	\$12,650.00
<a href="#">APC UPS Network Management Card 3</a> Mfg. Part#: AP9640 Contract: Oregon IT Hardware VAR Contract (5603)	20	5907784	\$300.00	\$6,000.00

<b>SUBTOTAL</b>	\$18,650.00
<b>SHIPPING</b>	\$0.00
<b>SALES TAX</b>	\$0.00
<b>GRAND TOTAL</b>	<b>\$18,650.00</b>

PURCHASER BILLING INFO	DELIVER TO
<b>Billing Address:</b> CITY OF ASHLAND CITY HALL 20 E MAIN ST ASHLAND, OR 97520-1850 <b>Phone:</b> (541) 552-2010 <b>Payment Terms:</b> Net 30 Days-Govt State/Local	<b>Shipping Address:</b> CITY OF ASHLAND ASHLAND COMPUTE 90 N MOUNTAIN AVE ASHLAND, OR 97520-2014 <b>Shipping Method:</b> UPS Ground
	<b>Please remit payments to:</b>  CDW Government 75 Remittance Drive Suite 1515 Chicago, IL 60675-1515



## Sales Contact Info

**Tyler Leedy** | (877) 885-4399 | [tyler.leedy@cdwg.com](mailto:tyler.leedy@cdwg.com)

LEASE OPTIONS			
FMV TOTAL	FMV LEASE OPTION	BO TOTAL	BO LEASE OPTION
\$18,650.00	\$510.82/Month	\$18,650.00	\$587.10/Month

Monthly payment based on 36 month lease. Other terms and options are available. Contact your Account Manager for details. Payment quoted is subject to change.

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- Lower Upfront Costs. Get the products you need without impacting cash flow. Preserve your working capital and existing credit line.
- Flexible Payment Terms. 100% financing with no money down, payment deferrals and payment schedules that match your company's business cycles.
- Predictable, Low Monthly Payments. Pay over time. Lease payments are fixed and can be tailored to your budget levels or revenue streams.
- Technology Refresh. Keep current technology with minimal financial impact or risk. Add-on or upgrade during the lease term and choose to return or purchase the equipment at end of lease.
- Bundle Costs. You can combine hardware, software, and services into a single transaction and pay for your software licenses over time! We know your challenges and understand the need for flexibility.

General Terms and Conditions:

This quote is not legally binding and is for discussion purposes only. The rates are estimate only and are based on a collection of industry data from numerous sources. All rates and financial quotes are subject to final review, approval, and documentation by our leasing partners.

Payments above exclude all applicable taxes. Financing is subject to credit approval and review of final equipment and services configuration.

Fair Market Value leases are structured with the assumption that the equipment has a residual value at the end of the lease term.

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<http://www.cdw.com/content/terms-conditions/product-sales.aspx>

For more information, contact a CDW account manager

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## Quote 2512623.1

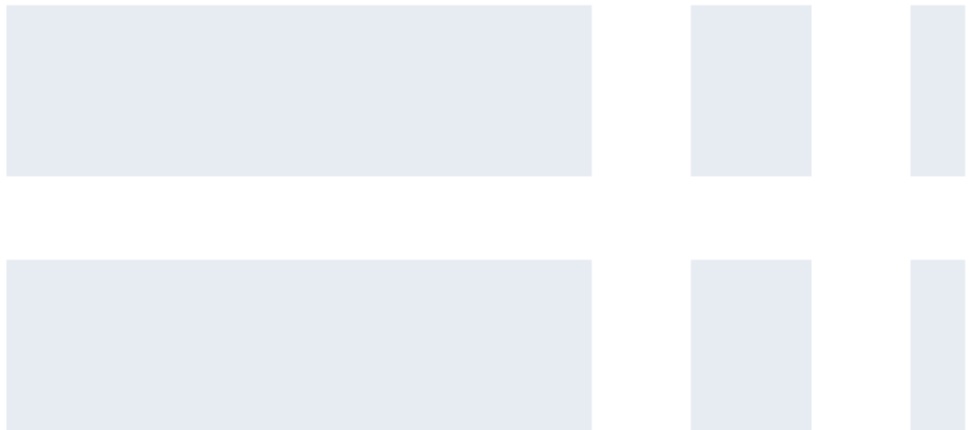
Company: City of Ashland / Ashland Fiber Network  
 Contact: Chad Sobotka  
 Phone: 541.552.2402  
 Email: chad@ashlandfiber.net  
 Date of quote: 09-27-2023

#	Qty	Product ID	Product Description	Unit price	Extended Price
1	45	SFP-10G-BX20D-SO	10G-BX-D SFP+, 1330nm Tx/1270nm Rx, 20km, LC simplex connectors, DOM, Solid Optics	\$ 45.00	\$ 2,025.00
2	45	SFP-10G-BX20U-SO	10G-BX-U SFP+, 1270nm Tx/1330nm Rx, 20km, LC simplex connectors, DOM, Solid Optics	\$ 45.00	\$ 2,025.00

Price:	\$ 4,050.00
Sales Tax 0%:	\$ 0.00
Freight:	\$ 35.00
<b>Total:</b>	<b>\$ 4,085.00</b>

Warranty: Lifetime Warranty  
 Terms: Net 30  
 Quote is valid until: 10-27-2023  
 Coding details: Juniper Compatible

Your Account Manager: Sherry Ollins  
 Phone: 310-804-3266  
 Email: Sherry@solid-optics.com



**QUOTATION**

DATE	Expires	QUOTE #
9/21/23	30 Days	1091223-2

PNW Security, LLC
3925 NE Skidmore Portland, OR 97211 971-570-0134 <a href="mailto:derek@pnwsecurity.com">derek@pnwsecurity.com</a>



City of Ashland
Chad Sobotka 20 East Main St Ashland, OR 97520 <a href="mailto:chad.sobotka@ashland.or.us">chad.sobotka@ashland.or.us</a> (541) 552-2441

Account Manager		Terms	Ship VIA	FEIN		
Derek Hanson		Net 30	Origin	27-0395534		
Qty	Item	Description	List Price	Extended List Price	Cost	Extended Cost
<b>Juniper Materials</b>						
<b>Juniper EX4100-48P</b>						
14	EX4100-48P	EX4100 48P 10/100/1000BASET POE+ 4X10G SFP+ UPLINK PORTS 4X25G SFP28	\$10,211.00	\$142,954.00	60%	\$57,181.60
14	JPSU-920-AC-AFO	EX3400 920W AC Power Supply, frontto- back airflow	\$1,747.00	\$24,458.00	60%	\$9,783.20
14	CBL-PWR-C13-US-48P	Power Cord, AC, US/Canada, C13, 15A/125V, 2.5m, Straight	\$72.00	\$1,008.00	60%	\$403.20
14	SUB-EX48-1S-5Y-COR	5 Year Wired Assurance Subscription for EX48 port switches including JTAC Support; Juniper Care Core Support for EX4100 48 port devices.	\$1,285.00	\$17,990.00	20%	\$14,392.00
<b>Juniper EX4100-24P</b>						
6	EX4100-24P	EX4100 24-Port 10/100/1000BaseT PoE+, 4x 10G SFP+ Uplink ports, 4x 25G SFP28 Stacking/Uplink ports, redundant fans, 1 AC PSU JPSU-920- AC-AFO included	\$6,400.00	\$38,400.00	60%	\$15,360.00
6	JPSU-920-AC-AFO	EX3400 920W AC Power Supply, frontto- back airflow	\$1,747.00	\$10,482.00	60%	\$4,192.80
6	CBL-PWR-C13-US-48P	Power Cord, AC, US/Canada, C13, 15A/125V, 2.5m, Straight	\$72.00	\$432.00	60%	\$172.80
6	SUB-EX24-1S-5Y-COR	5 Year Wired Assurance Subscription for EX48 port switches including JTAC Support; Juniper Care Core Support for EX4100 24 port devices.	\$780.00	\$4,680.00	20%	\$3,744.00
<b>Juniper EX4100-F-12P</b>						
13	EX4100-F-12P	Juniper Networks EX Series EX4100-F-12P - switch - 12 ports - managed	\$4,369.00	\$56,797.00	60%	\$22,718.80
13	SUB-EX12-1S-5Y-COR	5 Year Wired Assurance Subscription for EX48 port switches including JTAC Support; Juniper Care Core Support for EX4100 12 port devices.	\$400.00	\$5,200.00	20%	\$4,160.00
13	EX4100-F-12-PAT	Rack Mount Power Adapter Tray for EX4100-F-12P and EX4100-F-12T Switches Only	\$151.00	\$1,963.00	60%	\$785.20
<b>Juniper EX4400-24X</b>						
2	EX4400-24X	24x10GbaseX switch with 2x100G uplink ports. MACsec AES256. Airflow out of PSU. Optional module-4x10G or 4x25G	\$21,595.00	\$43,190.00	60%	\$17,276.00
2	SUB-EX24-1S-5Y-N	5 Year Wired Assurance Subscription for EX4400 Series Switches including Next Day Support	\$1,098.00	\$2,196.00	20%	\$1,756.80

**PNW Security, LLC**  
 3925 NE Skidmore  
 Portland, OR 97211  
 971-570-0134  
[derek@pnwsecurity.com](mailto:derek@pnwsecurity.com)



**City of Ashland**  
 Chad Sobotka  
 20 East Main St  
 Ashland, OR 97520  
[chad.sobotka@ashland.or.us](mailto:chad.sobotka@ashland.or.us)  
 (541) 552-2441

Account Manager		Terms	Ship VIA	FEIN			
Derek Hanson		Net 30	Origin	27-0395534			
Qty	Item	Description	List Price	Extended List Price	Cost	Extended Cost	
		Reflects NASPO Oregon AR 229 (State of Oregon Participation Number is 4725)					
2	EX4400-48P	<u>Juniper EX4400-48P</u> 48x1G POE switch with 2x100G uplink/ stacking ports. 90W POE. MACsec AES256 capable (optional license sold separately). Optional extension module (sold separately): 4x10G or 4x25G	\$13,217.00	\$26,434.00	60%	\$5,286.80	\$10,573.60
2	SUB-EX48-1S-5Y-N	5 Year Wired Assurance Subscription for EX4400 Series Switches including Next Day Support	\$1,930.00	\$3,860.00	20%	\$1,544.00	\$3,088.00
1	EX4400-48F	<u>Juniper EX4400-48F</u> 12x10G SFP+, 36x1G SFP port fiber switch with 2x100G uplink/stacking ports. MACsec AES256 capable	\$19,227.00	\$19,227.00	60%	\$7,690.80	\$7,690.80
1	EX4400-EM-4Y	4x25G SFP28 extension module for EX4400 series of switches. MACsec AES256	\$4,940.00	\$4,940.00	60%	\$1,976.00	\$1,976.00
1	SUB-EX48-1S-5Y-N	5 Year Wired Assurance Subscription for EX4400 Series Switches including Next Day Support	\$1,930.00	\$1,930.00	20%	\$1,544.00	\$1,544.00
<b>Extended List Price -Grand Total</b>				<b>\$406,141.00</b>			
<b>NOTES:</b>					<b>Materials</b>	<b>\$176,798.80</b>	
1. Prices do not include shipping charges (unless noted). All shipping charges are FOB origin and will be added at time of invoice.							
2. Prices do not include tax. All applicable sales taxes will be added at time of invoice.							
3. All quotes are calculated using US Dollars.							
4. Quotes are valid for 14 days. In the event the expiration date expires, please contact your account manager for an updated quote.							
5. Prices are valid only if this quotation is accepted in its entirety.					<b>Shipping</b>	<b>\$650.00</b>	
					<b>Grand Total</b>	<b>\$176,798.80</b>	