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"Draft"
IT Board Meeting
January 24, 2013
3:30 PM
Room 211 City/County Building

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Roll Call

Attending: Ron Alles, Eric Bryson, Scott Buswell, Dan Ellison, Art Pembroke, and Bernie Miles Absent: Andy Hunthausen

Eric Bryson opened the meeting.

Minutes – Dan Ellison made a motion to approve the minutes of the October 11, 2012, Scott Buswell seconded the motion; the motion passed.

IT&S Fiscal Year 2013 Budget Presentation

Cash flow – Art reported on behalf of Nancy Everson. He said she was comfortable with a cash flow balance of negative $144, 000 because it is within the allowable span. There are adequate reserves.

The Steering Committee recommended the base budget to the IT Board, as presented, and without any rate increase to the departments**.** Art said the base budget included CIP items, rent, and a 3.5% increase for personal services. Eric Bryson said 3.5% is high, he suspects the number would be closer to 1.2%, 1% increase for PERS, there will be a slight increase in employer contribution, for a total increase of 2.2%. The 3.5% figured into the base would cover the deficit.

Base Budget – Art said there are no significant changes in the base budget. The one change made was for a network services contract ($7,500).   IT&S no longer has staff certified to do tower work and it is more cost effective to contract with a vendor. The contract will also lend to lower workman's compensation insurance.

Capital Improvement Plan (CIP) - While most items on the CIP are typical replacements such as; routers, switches & printers, there are a couple of notable items. The main core switch is up for replacement this year and it is a sizable purchase of approximately $60,000. Also this year, the life span of servers will be extended from 3-years to 5-years and more of

them will become virtualized. For instance, the OneSolution project will have eight virtual servers running on two physical server boxes.

New Requests

- **Building Wireless** - Art reported the request for wireless expansions have been moved to the Building Board. He met with Audra Zacherl and gave her the project costs as all the buildings for this year are county buildings (Courthouse, LEC, Fairgrounds, County Public Works).   IT Staff with work with them to install the wireless.   Art said the Courthouse has a large demand for wireless and wireless video in the courtrooms, he said he would like to have the courthouse done.

- QOS (Quality of Service) implementation- This project will allow staff to prioritize data and voice traffic ensuring clear phone and data services.   Art said webinars are being heavily used for training and meetings. At this time voice traffic is a priority, this tool will make sure calls are not dropped. The project's estimated cost is $20,500.

- Imaging Software - This product that will assist staff in managing the images used for PC roll outs or re-imaging older PC's. Simply put, the product will allow staff to create a single "gold" image for use on our machines without having to create one for every model of PC/Laptop that we have in the enterprise. It will reduce the amount of time it takes to image or re-image equipment.   It is a customer support tool. The cost is $6,700.

- Desktop Virtualization Project - The goal of this request is to implement the first phase of providing virtual desktop services as well as providing virtual desktops to mobile devices in the future. A 90 to 120 day pilot would be conducted to determine the feasibility of the various product lines. Customers will be able to use their virtual desktop to access their files from home, off campus sites, while training, from their offices, or where ever there is a secure network connection.   User profiles will always be refreshed with the latest updated software.   Once the pilot project is complete, the data collected would be used to create a 5- year return on investments (ROI) with costs. Pending IT Board approval a limited group of customers (50-100) would receive virtual desktops the first year.   The estimated cost for project year one is $32,000.

  Scott Buswell said from a user standpoint, virtualization is very nice and works well even with an older machine.   He also said it would save IT staff time by having everything standardized and in one spot. Art added, approximately 75% of the

customers could be served by a virtual desktop. The pilot would include administrative staff. Power users such as GIS, AutoCad or Engineering, Dispatch, and some Emergency Services would remain on desktop machines.   Ron asked if the desktops currently being used could be extended postponing PC replacements.   Art said they could. Ron suggested postponing new installations until a plan is in place.   Eric said he liked the virtualization project, he said the cost for centralization could be covered by using funds budgeted for PC replacements.   Art said the project would also be helpful in eliminating each individual instance of iPads and mobile devices. It would be beneficial to remote users who would no longer have to rely on the GroupWise Remote Client, or GroupWise web application. Scott said it also comes with built in security. Ron asked if the cost recovery module would be revamped this year? Art said the Steering Committee formed a sub-committee to review network related charges.

IT&S Budget Adoption – The Board told Art they liked the proposed projects, especially the virtualization project. **Dan Ellison made a motion to approve the IT budget as presented. Scott Buswell seconded the motion; motion passed.**

Project Update

FY14 PC Replacements – The process will be initiated the first of February.   Art will be sending replacement lists to departments so they can plan for any needed budgetary items. He said he was not going to mention the virtual project until a pilot had been tested. Once the pilot is successful, he would then canvas the departments for candidates for the virtual desktop.   The board would like to know who doesn't want to use the virtual desktops and why. Also, the PC replacements would be put on hold until the details of the project are ironed out.

SunGard ONESolution Project - It is week two of the business analysis for planning, zoning, permitting, and code enforcement. The "go- live" date for the city's business license is scheduled for April or May.   Art said staff has worked through the technical issues, and employees are training and working in test mode. Art said the big drawback right now is getting the new Windows Administrator recruited. All the ONESolution and potential Virtual Desktop s are Windows server based.

IT&S Building Wireless Update - Art said networks are up and he is receiving requests for

use. He said City Engineering has requested access to the building wireless so when they are in meetings they can use their tablets.   The capability is there, auditors and lobbyists are using it, but it has not been advertised yet. The process for wireless access is to bring a device to IT&S, and staff will configure and register it for wireless access to the network. Public access is also working, it is being turned on for city and county commission meetings.

City Shop – Ben Sautter and staff have put together a plan for a Facebook account. They would use it to post activities regarding streets and traffic to the general public. This account would be similar to the Clinic, Parks, and Fairgrounds. Art said both he and Ellen Bell had reviewed the plan and it looks good.

Adjourn - Scott Buswell made motion to adjourn. Dan Ellison seconded the motion; motion passed.

Next Board Meeting ~ April 11, 2013