

It is expected that a Quorum of the Personnel Committee, Board of Public Works, and Common Council will be attending this meeting: (although it is not expected that any official action of any of those bodies will be taken)

**CITY OF MENASHA
ADMINISTRATION COMMITTEE
Third Floor Council Chambers
140 Main Street, Menasha
March 3, 2014
6:30 PM
or immediately following Common Council
AGENDA**

- A. CALL TO ORDER
- B. ROLL CALL/EXCUSED ABSENCES
- C. MINUTES TO APPROVE
 - 1. [Administration Committee, 2/17/14](#)
- D. DISCUSSION/ACTION ITEMS
 - 1. [IT Steering Committee Recommendation – Reallocation of Budget Funds Within the 2014 IT Divisional Budget.](#)
- E. ADJOURNMENT

"Menasha is committed to its diverse population. Our Non-English speaking population and those with disabilities are invited to contact the Menasha City Clerk at 967-3603 24-hours in advance of the meeting for the City to arrange special accommodations."

CITY OF MENASHA
ADMINISTRATION COMMITTEE
Third Floor Council Chambers
140 Main Street, Menasha
February 17, 2014
MINUTES

DRAFT

A. CALL TO ORDER

Meeting called to order by Chairman Nichols at 6:40 p.m.

B. ROLL CALL/EXCUSED ABSENCES

PRESENT: Aldermen Langdon, Keehan, Zelinski, Englebert, Benner, Nichols, Taylor, Sevenich.

ALSO PRESENT: Mayor Merkes, CA/HRD Captain, PC Styka, DPW Radtke, CDD Keil, ASD Steeno, PRD Tungate, Clerk Galeazzi.

C. MINUTES TO APPROVE

1. [Administration Committee, 2/3/14](#)

Moved by Ald. Langdon, seconded by Ald. Keehan to approve minutes.

Motion carried on voice vote.

D. DISCUSSION/ACTION ITEMS

1. [Second Amendment to Development Agreement with Cypress Homes & Realty, Inc.](#)

CDD Keil explained City staff and Redevelopment Authority have approached builders and developers with an incentive option to induce development in the Lake Park Villas Phase II Homeowner's Association. Cypress Homes & Realty has agreed to purchase a lot and construct a model home. The incentive from the City is to accelerate a portion of the incentive payment for the Cottage at Lake Park Development. Under the current development agreement Cypress Homes & Realty will receive a total incentive of \$175,000 if certain thresholds are met commencing Sept 1, 2014 running until 2018. This amendment states \$100,000 of the \$175,000 of the developer's earned financial incentive may be accelerated and paid to the developer upon the purchase of a lot in the Lake Park Villas. The remaining \$75,000 will be paid out in smaller increments between years 2015-2018.

General discussion ensued on accelerating the incentive and development at Lake Park Villas.

Moved by Ald. Benner, seconded by Ald. Englebert to recommend to Common Council Second Amendment to Development Agreement with Cypress Homes & Realty, Inc.
Motion carried on roll call 8-0.

2. [O-2-14 An Ordinance Amending Title 11, Chapter 2 of the Code of Ordinances \(Regulation of Firearms and Explosives\) \(Introduced by Ald. Nichols\)](#)

CA/HRD Captain explained a recent change in State Statute authorizes the City to prohibit the discharge of a bow and arrow or crossbow except if a person is hunting. This ordinance updates the City's Code of Ordinances in accordance with State Statute.

Moved by Ald. Langdon, seconded by Ald. Keehan to recommend to Common Council O-2-14 An Ordinance Amending Title 11, Chapter 2 of the Code of Ordinances (Regulation of Firearms and Explosives).
Motion carried on roll call 8-0.

3. [O-4-14 An ordinance Amending Title 11, Chapter 2 of the Code of Ordinances \(Throwing or Shooting of Arrows, Stones and Other Missiles Prohibited, Includes Hunting\) \(Introduced by Ald. Nichols\)](#)

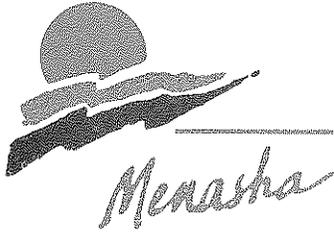
CA/HRD Captain explained this ordinance updates another part of the City's Code of Ordinance in accordance with recent change in State Statute.

Moved by Ald. Keehan, seconded by Ald. Langdon to recommend to Common Council O-4-14 An Ordinance Amending Title 11, Chapter 2 of the Code of Ordinances (Throwing or Shooting of Arrows, Stones and Other Missiles Prohibited, Included Hunting)
Motion carried on roll call 8-0.

E. ADJOURNMENT

Moved by Ald. Keehan, seconded by Ald. Englebert to adjourn at 7:35 p.m.
Motion carried on voice vote.

Respectfully submitted by Deborah A. Galeazzi, WCMC, City Clerk



MEMORANDUM

To: City of Menasha Administration Committee
From: Peggy Steeno, ^{PS} Director of Administrative Services
Date: March 3, 2014
RE: IT Steering Committee Recommendation – Reallocation of Budget Funds within the 2014 IT Departmental Budget

BACKGROUND

Since the resignation of the IT Network Manager in October of 2013, staff has been utilizing consulting services to supplement internal staff labor to keep the City's network up and running, and to complete necessary upgrades and maintenance tasks.

ANALYSIS

Recently, a number of high priority projects (switch replacement project, server assessment, patching and updating of all servers, new internet service provider implementation, network administrator credentials changed, a review of the City's routers / firewall / switches / back-ups completed, and a few other miscellaneous updates) have been completed. As a result, the IT Division is no longer working in an 'emergency' mode. As such, staff has evaluated the needs for 2014 and created a plan on how to accomplish all of necessary initiatives.

Along with the five major budget initiatives, as outlined in the attached report, staff has identified another ten high priority items, listed in the report as 'other major considerations for 2014'. These items were identified in conjunction with an external review of the City's IT infrastructure; unfortunately, the review was done after the 2014 budget process was completed. However, the vacancy in the IT Network Manager position provides an opportunity to reallocate approximately \$92,000 that was budgeted under salary and benefits, in the 2014 IT Budget, to: (1) managed network services, (2) equipment upgrades, and (3) outside consulting services as follows:

Reclassify Funds within the IT Budget – Fund 743

- From: Salary and Benefits - \$92,000
(Vacant Position – IT Manager)*
- To: Managed Network Services - ~\$12,000
(Contract with Business Partner to proactively monitor the City's network, security, and specific applications (24 X 7 X 365), complete server patching and updating, monitor all services running on the servers, monitor back-ups, provide system documentation and monthly reports, etc.)*
- To: Equipment Upgrades - ~\$30,000
(Replace the failed SAN, upgrade the XP pc's to Windows 7, virtualize 3 additional servers, upgrade our back-up solution, etc.)*
- To: Consulting - ~\$50,000
(Set-up of new pc's, upgrade from XP to Windows 7, new SAN solution, virtualize 3 servers, assistance with network and end-user support, anti-virus on servers, back-up plan implementation, documentation, licensing)*

The IT Steering Committee supports the plan for 2014, including the reallocation of 2014 budget funds with the IT Budget. The Committee also agreed that this option, using a combination of internal staff and consulting services to accomplish the 2014 plan, provides the greatest flexibility for this year. Going beyond 2014, this plan allows the City to maintain the flexibility to hire a full-time person, utilize consulting services, or a hybrid of both.

FISCAL IMPACT

There is no financial impact of the above referenced reallocation of budget funds, from salary and benefits to outside services and equipment, as staff believes that there are sufficient funds available in the 2014 IT Budget to execute the attached plan successfully.

RECOMMENDATION

Although no formal Council/Administration Committee approval is required for the reallocation since sufficient funding has already been authorized through the 2014 Budget approval and no additional funds are being requested, we are requesting support for the proposed plan for 2014. Because the proposed reallocation is providing for projects to be completed in a manner different than what was originally presented in the 2014 Budget and additional projects are being included, both the IT Steering Committee and staff believe that it is important to bring this change to the Administration Committee, the 'Home' Committee to the Administrative Services Department, for review and acceptance. To that end, ***staff recommends that the Administration Committee approve the reallocation of funds within the 2014 IT Budget, as outlined above, to accomplish the 2014 IT plan.***

City of Menasha
IT STEERING COMMITTEE REPORT
2014 Projects & Initiatives and Timeline for Completion
2/19/14

2014 Projects & Initiatives and Timeline for Completion

- 2014 Major Projects (Per Budget)
 - Replacement of 32 PC's
 - Website Redesign
 - Security Audit
 - Smart Device Management Tool
 - Wireless Hotspots in Conference Rooms, at Police Department, and at Marina

- Other Major Considerations for 2014
 - Windows XP (Operating System) - End of Life 4/8/2014 – Number of PC's - TBD
 - Solution for Failed SAN – Potential for Cloud Storage
 - Potential Virtualization of PC's (Not Likely for 2014)
 - Network Management – Managed Services
 - Back-Up Solution - Strategy/Reliability/Integrity
 - Server Reliability – Review Current Status of Servers, and Possible Consolidation and Virtualization of More Servers
 - Antivirus on Servers - If Compatible
 - Policy Updating – General IT Usage Policy, Email Policy, Bring Your Own Device (BYOD) Policy
 - Documentation
 - Licensing

- Other Considerations (Future)
 - Windows 2003 Server End of Life - July 14, 2015
 - Firewall Recommendation - Re-license or Replacement (does not support Gigabit speeds)
 - Review Antivirus for PC's - Using MS Security Essentials today (free)
 - Barracuda Web Filter – Change Settings to Encrypt Email
 - Net Motion Training – Expertise Needed
 - Printer Consolidation/Replacement Assessment

2014 TIMELINE

QUARTER 1

- Get Caught Up With Support Tickets
- Inventory Software, Hardware, Licensing, Etc.
- Create and Implement a Staffing / Resource Plan for 2014
- Establish Plan for 2014 Priorities
- Finalize and Implement Solution for Failed SAN
- Get Up and Running with Managed Services
- Complete Research and Implement Server Consolidations
- Meet with Steering Committee

QUARTER 2

- Replace 32 PC's / Create PC Images
- Handle Windows XP End of Life on Remaining PC's
- Keep Support Tickets In Check
- Work on Policy Updates
- Create Team for Website Redesign/Revamp/Begin Process
- Restart the Document Imaging Project – Health Department
- Meet with Steering Committee

QUARTER 3

- Continue/Complete Website Redesign/Revamp
- Implement a Solution to Accept Credit Cards for City Services (Part of Website Project)
- Keep Support Tickets In Check
- Begin Plan for 2015
- Begin a Five Year Technology Replacement Plan
- Work on Policy Updates
- Network Storage Maintenance
- Meet with Steering Committee

QUARTER 4

- Keep Support Tickets In Check
- Complete Action Plan and Budget Plan for 2015
- Continue Working on Five Year Technology Replacement Plan
- Network Storage Maintenance
- Work on Policy Updates
- Meet with Steering Committee