

**Dodge County, State of Wisconsin
Information Technology
Wednesday, December 14, 2016**

Minutes of the December 14, 2016 Information Technology meeting held in the Dodge County Administration Building, in Room 2A, 2nd floor in the Dodge County Administration Building, 127 E. Oak Street, Juneau, WI at 6:00 PM.

Members Present: Duchac, Bartsch, M. Bobholz

Members Excused: Maly, J. Bobholz

Also Present: Ruth M. Otto, Director of Information Technology; James Mielke, County Administrator

Meeting called to order at 6:05 PM by Supervisor Duchac.

Supervisor Duchac acknowledges that sufficient members of the Information Technology Committee are present and therefore there is a quorum at start of meeting.

Supervisor Duchac confirms compliance with open meetings law following brief posting report by IT Director.

Motion by M. Bobholz, seconded by Bartsch, to approve Information Technology Committee agenda as presented and to grant permission for IT Committee Chair to deviate from agenda as needed. Motion carried.

No Public Comments

No Committee Member reports

Motion by M. Bobholz, seconded by Bartsch to approve minutes from November 9, 2016 of the Information Technology Committee meeting. Motion carried.

Motion by Duchac, seconded by M. Bobholz to approve the per diems for ERP Steering Committee and ERP PMO. Motion carried.

Discussion was had on the proposed purchase of Veritas Enterprise Vault, a replacement of the current email archiving system of the county. The current system is difficult to use and has reached a point where the County has outgrown the system and requires a more sophisticated environment with ease of use capability. The funds suggested to make this purchase are funds refunded for a cloud service for cloud backups that have not functioned from the onset. All members of the committee agreed this is the right move but did not take any action as it will be required due to the total cost to go before the County Board. A resolution will be presented before the committee in January for the February County Board.

Under the IT Director's report the following were summarized and reviewed:

- GCS – There were 8 items identified by the implementation team that must be completed before remaining payment will be made to GCS for the Treasury and property portion of the system. 25% is being held. Permitting is remaining and is anticipated to complete in March 2017.
- Farmland Preservation – it was identified the need to have some systematic way to manage the properties apart of the Farmland Preservation. It was discussed and there is agreement that GCS can include a district that can allow reporting on changes of those properties so Land Conservation is aware of a split, sale or purchase. This along with adding the capability within GCS to handle the process of certifications so it can be viewed online. A competitive system was demonstrated but was agreed to not purchase, rather add it to the existing GCS system so all departments who are impacted by Farmland Preservation have visibility of the information. It was suggested a temporary database could be developed for Land Conservation to replace their cumbersome spreadsheet until GCS could be used fully.
- ERP status – Functional requirements are being worked on.
- Kronos discussions – one outcome of the Kronosworks Conference was meeting Jim King, an Activities engineer. He came to Dodge County and met with IT and Highway to understand what was hoped to be accomplished with Activities. Jim King confirmed the way Activities is functioning now it was not possible to make it work for the Highway. He took notes and felt a future version could accommodate their workflow.
- NetSmart – Testing is completed on the State Report and completion of the rate set up. It is still planned to go live early spring 2017.
- Secured Electronics – The project is moving forward. Pod C is now live, using both systems. The remaining Pods and Master Control will be next year following the holiday break.
- A list of status of 2016 projects and the 2017 project list was provided.
- A copy of the most recent activity of the help desk was delivered. The tickets are at a very reasonable number and they are closed within days.
- A full list of all systems was delivered. It was agreed each meeting the IT Director will provide a better understanding of these systems in small groups to help educate the committee members.

Action was taken on the following:

- Phone replacement phones for \$29,244 for a 2016 budget item.
- Airwatch maintenance for \$7,876.50 for a 2017 budget item.
- Aristotle maintenance for \$7,120.57 for a 2017 budget item.
- Microsoft Premier Support for \$45,536 for 2017 budget item.
- GCS maintenance for \$16150 for 2017 budget item.
- Kronos maintenance for \$76,775.08 for 2017 budget item.
- RS-600 maintenance for \$1,454.65 for 2017 budget item.
- AS400 maintenance for \$3,084.64 for 2017 budget item.

- Xmedius maintenance for \$3,284.10 for 2017 budget item.
- Symantec AV for Email maintenance for \$5,360 for 2017 budget item.

Motion was made by M. Bobholz, seconded by Bartsch to approve the payment of all action items above. Motion carried.

Suggested next committee meeting date: Wednesday, January 11th at 6:00 PM in Room 2A, 2nd floor in the Dodge County Administration Building, 127 E. Oak St. Juneau, Wisconsin.

Meeting adjourned by Supervisor Duchac at 6:51PM.

Janice Bobholz, Secretary

Date

Hosted versus On-Premise – which direction to go with ERP?

Capital Investment

- 1) Dodge County replaces its physical servers every 4 years. Those servers are clustered and are set up as a whole host for all the Virtual Servers (VM) of the County. While the ERP system would reduce the environment by 2 VM servers, it would not reduce the capital investment of the County.
- 2) The SAN (Storage Area Network) is used to handle the databases of each VM. Moving the ERP from on-premise would mean reducing the need for additional storage at the onset. This reduction would be \$8,000 based on the requirements of Tyler Munis for the database and future upgrades of the SAN for the portion used by the ERP (2 VM of 73).
- 3) If the County was still using the old model of physical server versus a low-cost host server and SAN with 100% VM environment, the prospect of a cloud would make sense.

Energy Costs

- 1) If hosted it should eliminate the overhead of running systems locally 24/7 but the same physical servers running this application server virtually is already supporting all of the other systems of the County. Moving this to the cloud would not affect the energy costs of operations unless all or most of the County systems are moved to the cloud.
- 2) The County operations runs a clustered physical server environment that hosts currently 71 VMs. This environment supports the entire county. Energy efficiencies were achieved when moving to this model in 2013/2014, removing the need for individual physical servers to support applications.

Bandwidth

- 1) If on-premise, the required bandwidth for each user of the system is only limited by the local switches in each building and traffic on the backbone of the network itself locally.
- 2) If hosted, the required bandwidth for each user of the system is limited by the ISP (Internet Service Provider) and the amount of traffic the County is using. There is a finite limit on amount of traffic to the Internet and there has been traffic issues even now when heavy traffic has occurred between general Internet usage as well as access to State and Federal systems as well as competing Public usage.
- 3) Based on the amount of data being handled now locally may also mean large files being moved up and down the pipe which could cause slowness.
- 4) If determined bandwidth must be increased to support consistently higher traffic due to the move of the ERP system to the cloud, the cost of Internet will increase. Currently Internet costs are \$55,200 annually. The next increase of bandwidth will raise those costs by \$40,000.
- 5) On-premise will alleviate the concern of loss of productivity or access to the system if the Internet is lost by a service outage of the ISP. Hosted will depend 100% on the Internet being in service.
- 6) What is the County willing to except as appropriate downtime of their main system? Estimated uptime of the system on-premise is 99.1% based on amount of time for maintenance and planned outages and history of unplanned outages. The County has experienced 8 Internet outages in 2016, all unplanned and sometimes unexplained by ISP. Impact of outages to the

County has been minimal as a very small percentage of the County currently depends on ISP to do business (Economic Support, Child Support, and UW-Extension).

- 7) Cloud server bandwidth can be a problem if reaching the threshold of download amounts. Much like what cell carriers do with limiting bandwidth and charging when going over its limits, cloud services also have those limits and begin charging after hitting its monthly thresholds.

Fees

- 1) On-Premise and hosted requires a yearly maintenance fee for the ERP.
- 2) On-Premise and hosted requires an annual inclusion of the Microsoft Enterprise Agreement for Windows Server, Windows SQL Server and Endpoint licenses. This inclusion is \$1,200 for 3 years.
- 3) Hosted requires monthly or annual subscription fees. Do not have any numbers to present at this time.

Hosted (or SAAS)

Pros	Cons
Will not require local server resources – save cost of time to perform Windows Update maintenance monthly	Will not know what type of maintenance is performed on the hosted server and what vulnerabilities if not performed
System updates will be handled by the vendor	Potential of updates occurring without proper scheduling and testing
DR is handled as loss locally will not be concern.	If Internet is down, local access to the entire system will be down
	Using the hosted environment means constant Internet traffic by most of the County to use the system – could mean having to increase bandwidth and raise cost of Internet
	Yearly costs will double as it will not only include the maintenance fees but also hosting fees.
	Where is our host servers? In the United State or elsewhere?

On-Premise

Pros	Cons
Full control and auditing of what security updates are applied and when to the application servers	Time of staff to maintain the local environment monthly
Will have full control of scheduling system updates and upgrades	Time and cost of staff to handle the updates and upgrades of the systems
Local access to all systems and no dependencies to ISP to perform daily business	Full responsibility of the County to perform backups and have DR in place to ensure recovery
Costs are limited to maintenance yearly with Evergreen product not requiring any additional system upgrade costs	While host servers will need to be replaced every 4 years, if ERP was not on Premises it would mean 2 less VM to maintain.

RESOLUTION NO. _____

TO THE HONORABLE BOARD OF SUPERVISORS OF DODGE COUNTY, WISCONSIN MEMBERS,

WHEREAS, the Dodge County Information Technology Committee (Committee) has determined that it is necessary to purchase computer software and training services, for the purpose of archiving Dodge County email; and,

WHEREAS, the Committee has received a proposal from Sirius Computer Solutions, 10100 Reunion Place, Suite 500, San Antonio, Texas (Sirius), for the purchase of computer software and training services, at a purchase price of \$58,512; and,

WHEREAS, copies of the proposal documents are on file in the Office of the Dodge County Clerk and may be viewed there during normal business hours; and,

WHEREAS, there are funds in the 2016 Information Technology Department Budget, in the amount of \$21,600 in Business Unit 1811, Desktop and Network Infrastructure, Account No. .5249, Computer Maintenance & Repair, which were appropriated to be expended for the purchase of backup maintenance; and,

WHEREAS, the Committee recommends that these funds in the 2016 Information Technology Department Budget in the amount of \$21,600, be carried over to the 2017 Information Technology Department Budget and be expended for the purpose of purchasing, in part, computer software and training services; and,

WHEREAS, there are funds in the 2016 Information Technology Department Budget, in the amount of \$36,912 in Business Unit 1819, Departmental Systems, Account No. .5249, Computer Maintenance & Repair, which were appropriated to be expended for the purchase of cloud backup services; and,

WHEREAS, the Committee recommends that these funds in the 2016 Information Technology Department Budget in the amount of \$36,912, be carried over to the 2017 Information Technology Department Budget and be expended for the purpose of purchasing, in part, computer software and training services; and,

WHEREAS, the Committee recommends that the Dodge County Board of Supervisors:

1. Approve and accept the written proposal from Sirius in the amount of \$58,512;
2. Authorize and direct the Committee to purchase computer software and training services from Sirius, at a purchase price of \$58,512; and,

WHEREAS, the Committee and the Dodge County Finance Committee recommend that the Dodge County Board of Supervisors:

1. Authorize and direct the Dodge County Finance Director to:
 - A. Carryover funds in the 2016 Information Technology Department Budget, in the amount of \$21,600 in Business Unit 1811, Desktop and Network Infrastructure, Account No.

.5249, Computer Maintenance & Repair, to the 2017 Information Technology Department Budget;

- B. Appropriate funds in the amount of \$21,600 in Business Unit 1811, Desktop and Network Infrastructure, Account No. .5249, Computer Maintenance & Repair, to Business Unit 1811, Desktop and Network Infrastructure, Account No. .5818, Computer Equipment, to be expended to purchase, in part, computer software and training services;
- C. Carryover funds in the 2016 Information Technology Department Budget, in the amount of \$36,912 in Business Unit 1819, Departmental Systems, Account No. .5249, Computer Maintenance & Repair, to the 2017 Information Technology Department Budget; and,
- D. Appropriate funds in the amount of \$36,912 in Business Unit 1819, Departmental Systems, Account No. .5249, Computer Maintenance & Repair, to Business Unit 1811, Desktop and Network Infrastructure, Account No. .5818, Computer Equipment, to be expended to purchase, in part, computer software and training services;

SO, NOW, THEREFORE, BE IT RESOLVED, that the Dodge County Board of Supervisors hereby:

- 1. Approves and accepts the written proposal from Sirius Computer Solutions, in the amount of \$58,512;
- 2. Authorizes and directs the Dodge County Information Technology Committee to purchase computer software and training services from Sirius Computer Solutions, at a purchase price of \$58,512; and,
- 3. Authorizes and directs the Dodge County Finance Director to:
 - A. Carryover funds in the 2016 Information Technology Department Budget, in the amount of \$21,600 in Business Unit 1811, Desktop and Network Infrastructure, Account No. .5249, Computer Maintenance & Repair, to the 2017 Information Technology Department Budget;
 - B. Appropriate funds in the amount of \$21,600 in Business Unit 1811, Desktop and Network Infrastructure, Account No. .5249, Computer Maintenance & Repair, to Business Unit 1811, Desktop and Network Infrastructure, Account No. .5818, Computer Equipment, to be expended to purchase, in part, computer software and training services;
 - C. Carryover funds in the 2016 Information Technology Department Budget, in the amount of \$36,912 in Business Unit 1819, Departmental Systems, Account No. .5249, Computer Maintenance & Repair, to the 2017 Information Technology Department Budget; and,
 - D. Appropriate funds in the amount of \$36,912 in Business Unit 1819, Departmental Systems, Account No. .5249, Computer Maintenance & Repair, to Business Unit 1811, Desktop and Network Infrastructure, Account No. .5818, Computer Equipment, to be expended to purchase, in part, computer software and training services; and,

BE IT FINALLY RESOLVED, that upon presentation to the Dodge County Clerk of invoices properly approved by the Dodge County Information Technology Director, in an amount not to exceed \$58,512, representing the purchase of computer software and training services from Sirius Computer Solutions, the County Clerk is authorized to issue orders upon the Dodge County Treasurer for payment of such invoices, and that funds for payment of such invoices shall be taken from Business Unit 1811, Desktop and Network Infrastructure, Account No. .5818, Computer Equipment.

All of which is respectfully submitted this 22nd day of February, 2017.

Dodge County Information Technology Committee:

Donna Maly

Mary J. Bobholz

Jeffrey Duchac

Janice K. Bobholz

Jeremy Bartsch

Dodge County Finance Committee:

David Frohling

Thomas J. Schaefer

Ed Benter

Richard W. Fink

David Guckenberger

FISCAL NOTE:

Is the referenced expenditure included in the adopted 2017 Budget? **NO**

Fiscal Impact on the adopted 2017 Budget:

\$58,512 (Revenue)

\$58,512 (Expenditures)

Fiscal Impact reviewed by the Dodge County Finance Committee on **February 14, 2017.**

David Frohling, Chairman
Dodge County Finance Committee

APPENDIX A

Business Unit / Object Account 2016	Description of purpose in 2016 Budget	Dollars to Carry Over	Business Unit / Object Account 2017	Description of purpose in 2017 Budget	Reason for Carry Over
1801.5214	Consulting hours for data conversion	\$35,000	1801.5214	Consulting hours for data conversion	Ran out of time to complete in 2016 but must be completed.
1814.5818	ERP – Tyler Munis	\$87,500	1814.5818	ERP – Tyler Munis	Purchase was delayed to complete GFOA analysis
1814.5818	GFOA Consulting	\$33,200	1814.5818	GFOA Consulting	Remaining balance of 2016 must be carried over to cover the remaining consulting costs agreed to in GFOA contract.
1814.5818	GFOA Consulting – Contract Negotiations	\$12,000	1814.5818	GFOA Consulting – Contract Negotiations	Contract negotiation was not started in 2016 but will in 2017. This was approved in November, 2016.

Information Technology Committee Meeting

January 11, 2017

Committee Consideration of the following Action Items:

- 1) Recommended by Ruth M. Otto to approve purchase of storage for \$17170. This is a 2017 budget item #61 \$18,480 from BU 1811.5818.
- 2) Recommended by Ruth M. Otto to approve purchase of wireless survey for \$10,725. This is a 2017 budget item #25 \$35,000 from BU 1811.5214.
- 3) Recommended by Ruth M. Otto to approve purchase of services to perform Exchange upgrade for \$22,000. This is a 2017 budget item #25 \$24,275 balance from BU 1811.5214.