



**AGENDA**  
**FINANCE AND ADMINISTRATION COMMITTEE**  
**Monday, September 22, 2014**  
**5:30 PM**  
**Public Safety Building**

**I) Roll Call**

(Mike Bennett, Chairman, Jerry Albrecht, Vice-Chair, John Drolet, Harlan Gerrish, Gene McCoskey)

**II) Approval of Minutes from Previous Meeting July 28, 2014 (No Meeting held in August)**

*Note: All recently approved committee minutes posted on official City website: <http://www.ofallon.org>*

**III) Items Requiring Council Action - None**

**IV) Other Business:**

A. IT Update- Dan Gentry

**V) Informational Purposes Only- No Action/Discussion Required**

A. Treasurer's Report as of 8/31/14

**VI) Adjournment**

**NEXT MEETING: TBD**

*General Citizen Comments:* The City of O'Fallon welcomes comments from our citizens. The Illinois Open Meetings Act provides an opportunity for citizens to speak at all committee and Board meetings. However, 5 ILCS 120/1 mandates that NO action shall be taken on matters not listed on the agenda. Please submit your name to the chairman and limit your comments so that anyone present has the opportunity to speak.

# Information Technology

## September 2014 Status Report

The following information provides a synopsis of activities and areas of focus for activities during the current fiscal year to date.

### Summary of Project Status – Active or Completed May – August 2014

Detailed listing at bottom or report

IT Projects - Summary May - August 2014		
	Complete	Ongoing
Administration		3
All	17	29
CDD	2	4
EMS		2
Fire		12
GIS		5
Human Resources		1
IT	3	15
Library		5
New World - Aegis		1
New World - Logos		3
Parks	5	5
Police	2	3
Production Center		1
Public Works	1	8
Utility Billing	1	1
VPN		1
<b>Grand Total</b>	<b>31</b>	<b>99</b>

### Major Projects & Areas of Focus

#### Telephone Project Follow Up

- Outbound call campaign capabilities – installed and trained Utility Billing Supervisor
- Phone line and circuit cancellation & rate adjustments
  - In April we requested 18 POTS lines and 14 circuits to be cancelled. The total cancellation requests will reduce POTS lines 70 percent and circuits 80 percent from what existed prior to the Shoretel Project. We have already seen our long distance bills drop approximately \$1,100 per month and hope that the addition cuts will net \$7,000 additional each month.
  - ATT received the requests but their responsiveness with cancellation request has been less than impressive. After working through several sources to get this rolling we have approximately 30 open billing disputes and they are finally proceeding with cancellation several months later. Our billing disputes go back to the original date of the request.

- Once the dust settles on the line/circuit cancellations we will proceed with a review of service levels and rates for the remaining lines.
- ShoreTel software upgrade to version 14.2 – we have upgraded software on all servers and components to the latest version. Besides offering additional diagnostics and monitoring tools it will allow us to virtualize 2 of the 3 servers that support the phone system.

#### **New World Logos – Utility Billing**

- Billing calculation issues for change of occupancy bills have reportedly been addressed in the latest version of the .Net software.
- Scheduling of preparation, training and go-live is pending a decision about potential sale of utilities.

#### **New Fire HQ & Parks Maintenance Buildings Preparations**

- Coordinated with Public Works staff to confirm network cabling specs and secure installation. In addition to regular network cabling within the buildings they will be connected to each other and also to the monopole via fiber. This allows for consolidated phone, CCTV, firewall and other network and systems components.
- Phone system equipment, network switches, firewall, radios and other components necessary to connect these sites to the City's network have been acquired or are in the process of being secured.

#### **Microsoft Enterprise Licensing & System Center Configuration**

- As of May we are a participant in the Enterprise License Agreement for server and workstation/virtual desktop, MS Exchange, SharePoint, System Center and other platforms.
- System Center has been implemented to manage and track software, hardware and user systems, including the virtual server and desktop environment, software updates, antivirus protection and other key system elements.
- System Center Endpoint Protection has been deployed throughout the organization to replace Symantec Antivirus. While installing Endpoint Protection we also deployed remote client management capabilities to replace Dameware for remote access and management of servers and desktops.

#### **Software & Hardware Platform Upgrades**

- Microsoft Exchange - Staff upgraded Microsoft Exchange from 2007 to 2013. Part of this process included virtualizing the server and retiring the physical server that housed Exchange 2007.
- ShoreTel – upgraded from version 13.3 to 14.2. Preparing to virtualize 2 of 3 physical servers.
- ArcGIS Server – migrated from 10.1 to 10.2.2. Virtualized 4 physical servers. The other servers will either be reassigned to other uses or retired.
- New World Aegis (Public Safety Software) – upgraded from version 9 to 10.2. Upgrade involved implementing an additional virtual server.
- SQL Server – in process of standing up a new SQL cluster at version 2012 to replace the SQL 2008 cluster used for approximately 50 of the City's database platforms. This is a long term project as each database will be migrated individually.
- L3 In Car Camera System for Police – upgraded server and in car systems.
- New World Aegis Message Switch – replaced 13 year old message switch used to manage communications to police and fire mobile data terminals.

- Laserfiche Public Access – added additional licensing to increase from 5 to 10 concurrent access licenses for public access.
- Citizen Engagement Site – implemented new citizen engagement site allowing enhanced citizen service request reporting to the City via the Internet.
- Library Website Upgrade – IT staff played a supporting role as the Library staff stood up a new public website.
- Parks and Recreation Active Systems – IT staff is playing a supporting role to Parks and Recreation as they stand up a cloud based replacement to their current Class software.
- City Facility WiFi Access Points – Upgraded physical access points and security used for facility access points. These access points serve city employees and vendors. Upgraded sites include City Hall, Public Safety, Katy Cavins, IT Building, Public Works compound and Sewer Building. A few other sites have upgrades pending.

## Detail Project Listing

Task Name	Project Type	Status	Department	Description	Notes
Cisco SmartNet Annual Support	Annual	Complete	All		
Dameware Support	Annual	Complete	All	Replaced by System Center	
Microsoft Tech Net Subscription	Annual	Complete	All	Replaced by System Center	
PagerDuty Callout System	Annual	Complete	All	Added during FY 15	Implemented after hours callout system.
Renewal of VDI/SA/Office Licenses - 75	Annual	Complete	All	Replaced by System Center	
Server Datacenter (Virtual Host) OS SA Licenses - 16	Annual	Complete	All	Replaced by System Center	
Server Standard (Physical Server) OS SA Licenses - 20	Annual	Complete	All	Replaced by System Center	
Symantec Antivirus - Additional Licenses	Annual	Complete	All	Replaced by System Center	Completed move to System Center Endpoint Protection.
Symantec Antivirus Annual Support	Annual	Complete	All	Replaced by System Center	Completed move to System Center Endpoint Protection.
Create GIS layer with jpegs of business logos	GIS	Complete	CDD	Would like to create a layer consistent entirely of georeferenced jpegs with logos of existing business in select corridors.	
Economic Development TIF Boundaries GIS	GIS	Complete	CDD	Please create new feature class for TIF and other economic development boundary information. More details to follow in emails.	

Task Name	Project Type	Status	Department	Description	Notes
GIS Server Migration to New Servers - Virtual and old OFGISAPPS	GIS	Complete	All	Includes upgrade to ArcGIS 10.2.2	Major project. Completed in house.
Install and configure Virtual Host Cluster servers for Public Safety.	Hardware & Software	Complete	IT	For VDI	
Setup the new backup server and install out at WWTP.	Hardware & Software	Complete	IT	Setup the new backup server and install out at WWTP.	
Laptop with docking station, 21" monitor, wireless keyboard/mouse - Horticulturalist	Hardware Purchase	Complete	Parks		
Multi-function Laser Printer/Scanner	Hardware Purchase	Complete	Parks		
Peripherals ReOngoing to Tablets	Hardware Purchase	Complete	Parks		
L3 Upgrade - In Car Camera System - Server + 13 car upgrades	Hardware Purchase	Complete	Police		
Tablets for Recreation Employees	Hardware Purchase	Complete	Parks		
Wide Format Printer (Carry Over FY12 - pending New World Utility Billing upgrade completion)	Hardware Purchase	Complete	Utility Billing		
Additional VDI/SA/Office Licenses - 50	New Purchase	Complete	All	Replaced by System Center	
Exchange Server 2013 License with CALs - 250	New Purchase	Complete	All	Replaced by System Center	

Task Name	Project Type	Status	Department	Description	Notes
Laserfiche Starter Public Portal (10 user minus credit for current LF Web Distribution 5 user license)	New Purchase	Complete	All		
Server 2012 Domain CALs - 250	New Purchase	Complete	All	Replaced by System Center	
SharePoint Server 2013 License with CALs - 250	New Purchase	Complete	All	Replaced by System Center	
Exchange Server 2013 Software Install and Configuration	Software Configuration	Complete	All	Upgrade from Exchange 2007 to Exchange 2013	Major project. Completed in house.
Configure EPanic for District 90 school alerts.	Software Configuration	Complete	Police	Configure EPanic for District 90 school alerts. Alerts need to go to all of the Dispatch computers and a new button needs to be created for Dispatch to send out email alerts to designated contacts.	
Move Dan, Chad, and Rob to Windows 8 - 64 bit Virtual Desktops.	Software Configuration	Complete	IT	Move Dan, Chad, and Rob to Windows 8 - 64 bit Virtual Desktops.	
PC for GIS Intern	Software Configuration	Complete	Parks	Setup computer with ArcGIS for GIS Intern at Sports Park. Will start at end of May.	
System Center Implementation	Software Configuration	Complete	All	Install and configure Misrosoft System Center and clients on computers throughout organiation including AV software, software update capabilities, etc.	Included with enterprise license. Majore upgrade,
Cityworks Training	Training	Complete	Public Works	Cityworks Conference	

Task Name	Project Type	Status	Department	Description	Notes
CATV Monitor Replacement	Allowance	Ongoing	Production Center		
Clerk Govern Customized Reports	Allowance	Ongoing	Administration		
Govern Payment Module	Allowance	Ongoing	CDD		
Hardware/Software Maintenance	Allowance	Ongoing	Public Works		
Hardware/Software Maintenance	Allowance	Ongoing	Parks		
New World Custom Reports To SQL	Allowance	Ongoing	Utility Billing		
Report Writing/Custom Fields	Allowance	Ongoing	CDD		
2nd year maintenance cost for phone system	Annual	Ongoing	All		
AppAssure Backup Software Annual Cost/Support	Annual	Ongoing	All	Licensing and maintenance.	
Azteca (Cityworks) Annual license fee	Annual	Ongoing	Public Works		Price going to \$40,000 in FY 16 due to
Burns & Mac Support Services	Annual	Ongoing	GIS		
Circulation system for Library	Annual	Ongoing	Library		
Code Red Support EMS	Annual	Ongoing	EMS		
Dig Smart Annual License Fee	Annual	Ongoing	Public Works		
ePanic Annual Support/Upgrade	Annual	Ongoing	All		

Task Name	Project Type	Status	Department	Description	Notes
ESRI Annual License Fee	Annual	Ongoing	GIS		
governmentjobs.com subscription	Annual	Ongoing	All		
Granite XP - CCTV Software for Sewer Pipe Inspections	Annual	Ongoing	Public Works		
In Motion EMS	Annual	Ongoing	EMS		
Laserfiche Annual Support	Annual	Ongoing	All		
LP360 LiDAR Software Maintenance	Annual	Ongoing	GIS		
Neogov Job Application Tracking - Annual Support	Annual	Ongoing	All		
New World All Depts. including Library- For Finance & Payroll	Annual	Ongoing	New World - Logos		
New World Business licensing module 100%- Administration.50	Annual	Ongoing	New World - Logos		
New World Dispatch Fire Station	Annual	Ongoing	Fire		
New World Mapping Fire Station	Annual	Ongoing	Fire		
NEW WORLD PUBLIC SAFETY MODULE	Annual	Ongoing	New World - Aegis		
New World Utility Module-PW Only-	Annual	Ongoing	New World - Logos		
OCLC & other items	Annual	Ongoing	Library		

Task Name	Project Type	Status	Department	Description	Notes
REJIS Support Contract	Annual	Ongoing	All		
SAM - reservation & printer program	Annual	Ongoing	Library		
Schlage/Vanderbilt Access Control Software Maintenance	Annual	Ongoing	All		
Solarwinds Annual Support	Annual	Ongoing	All		
Sonicwall SSL VPN Annual Support 100 Concurrent Licenses	Annual	Ongoing	VPN		
Spiceworks Annual Support	Annual	Ongoing	All		
St. Clair County GIS Data	Annual	Ongoing	GIS		
Tangoe Mobile Device Management Support	Annual	Ongoing	All		
Vertical Geosolutions Support Services	Annual	Ongoing	GIS		
Virtual Town Hall Annual Video Streaming Hosting	Annual	Ongoing	All		
Virtual Town Hall Annual Web Hosting	Annual	Ongoing	All		
Website Fee Fire Station	Annual	Ongoing	Fire		
Wonderware Annual License Fee-SCADA	Annual	Ongoing	Public Works		

Task Name	Project Type	Status	Department	Description	Notes
Implement Network Access Protection	Enterprise Software Upgrade	Ongoing	IT	Implement Network Access Protection within Windows Server 2008. Controls the devices that connect to the internal network.	
Project - Upgrade New World at City Hall	Enterprise Software Upgrade	Ongoing	Administration	Upgrade/Install new hardware to support the new software. Upgrade/install New World software.	
ArcGIS Collector Implementation	GIS	Ongoing	All	Includes development of map projects for use by various departments	
Cityworks Migration to New Server	GIS	Ongoing	Public Works	Includes Cityworks upgrade, version being finalized.	Migration to new server completed for GIS portion. Working on move of test and production sites.
Create mosaic dataset with LiDAR data	GIS	Ongoing	IT	Create Mosaic dataset with LiDAR data. Investigate rasterizing terrain model for faster ArcGIS Server delivery.	
Evaluate Streets layer update procedure	GIS	Ongoing	IT	Evaluate Streets layer for Cityworks against the newer County roads. Develop a procedure for periodic update and review.	
Camera for Greenmount and Hwy 50 Intersection	Hardware & Software	Ongoing	Police	Work with First Bank to establish connection here. Capt. Wild is working to get initial scoping meeting set with the bank.	

Task Name	Project Type	Status	Department	Description	Notes
Camera for Monitoring Progress at Overpass, Fire HQ and Park Mnt. Bldg Project	Hardware & Software	Ongoing	Public Works	Please see what it would take to put in a camera to monitor the progress of the projects at Venita Drive - overpass, fire hq and park maintenance building. Would like general security camera but ability to do time lapse history of the project. Overpass pr	
SQL Server 2012	Hardware & Software	Ongoing	All		
Upgrade SQL Server cluster to SQL 2012.	Hardware & Software	Ongoing	IT	Upgrade SQL Server cluster to SQL 2012. The server hardware needs to be replaced and the SQL software upgraded. All databases on the existing cluster will need to be migrated after the software is installed and configured.	Physical servers installed. OS and software installation upcoming.
ASA Replacement Communications Building	Hardware Purchase	Ongoing	All		
Laptop dock, 24" monitor, wireless keyboard & mouse for existing laptop	Hardware Purchase	Ongoing	Parks		
Microsoft Office Pro (Leased Hardware) \$40/18 Copies	Hardware Purchase	Ongoing	Library		
Monitors to Pair with Thin Clients	Hardware Purchase	Ongoing	All		
5 Panasonic Laptops (MDT) Replacement - Change to Dell ATG	Hardware Purchase	Ongoing	Police		Developing specifications

Task Name	Project Type	Status	Department	Description	Notes
Allowance for Equipment ReOngoingd to Training Space	Hardware Purchase	Ongoing	All		
Cisco Core Switch Upgrades	Hardware Purchase	Ongoing	All	Continue sonicwall firewall implementation as well as router and switch purchase/changeout	
Dell ATG Laptop	Hardware Purchase	Ongoing	CDD		
Diaster Recovery Project	Hardware Purchase	Ongoing	All		
Dispatch Center Upgrades	Hardware Purchase	Ongoing	Police	Planning, specifications and budgeting for radio, console & other major system upgrades	Have held initial planning meeting.
Evaluate new projector setup for new Fire Bldg	Hardware Purchase	Ongoing	Fire		
FY 2015 Server Lease Purchases	Hardware Purchase	Ongoing	All	This is the annual payment amount available increase in current FY budget. Need to develop capital plan according to lease availability.	
Internet Edge/Web Filter Replacement	Hardware Purchase	Ongoing	All		
Paperless Agenda Device for Alderman	Hardware Purchase	Ongoing	All		Have Chrome Book onsite for testing
Kiosk	Hardware Purchase	Ongoing	Parks		

Task Name	Project Type	Status	Department	Description	Notes
Laptop with docking station, 21" monitor, wireless keyboard/mouse - Park Maintenance Supervisor	Hardware Purchase	Ongoing	Parks		
Library PC Lease Purchase	Hardware Purchase	Ongoing	Library		
Public Safety Data Center UPS Replacement - 1 hour option	Hardware Purchase	Ongoing	All		Quote received
Shiloh Fire House Radio Upgrade	Hardware Purchase	Ongoing	Fire		
Thin Client Purchases	Hardware Purchase	Ongoing	All		
Vehicle Printer	Hardware Purchase	Ongoing	Fire		
Connect Public Safety to Comm Bldg @ State St WT via Fiber	Network Hardware	Ongoing	IT		Outside bids too costly. Working with PW crews to install conduit and then will secure fiber and connection.
Networking Cabling & Equipment for New Fire HQ and Parks Buildings	Network Hardware	Ongoing	Fire	Assess equipment needs and order	In process of acquiring equipment. Cabling underway.
Develop IT Policies	Ongoing	Ongoing	IT	Review/modify existing policies as well as implement additional policies	
Dispatch	Ongoing	Ongoing	Fire		
EMS Hardware / Software Maintenance (PD/EMS)	Ongoing	Ongoing	Fire		

Task Name	Project Type	Status	Department	Description	Notes
Hardware Maintenance Server & Network Allowance	Ongoing	Ongoing	All		
Implement OFallon IT inventory label system and tracking within Spiceworks.	Ongoing	Ongoing	IT	Implement OFallon IT inventory label system and tracking within Spiceworks. All IT hardware will need to be physically labeled, plotted on building floor map locations, and associated to Dell leases (if applicable).	
Recycling Costs	Ongoing	Ongoing	All		
SEI Server Maintenance Contract	Ongoing	Ongoing	All		
Small Personal UPS (2)	Ongoing	Ongoing	Fire		
Software license	Ongoing	Ongoing	Fire		
Web Development for Citizen Inquiry - holdover item	Ongoing	Ongoing	Administration	Continued development from FY 14 work - site online	
Cancel Unneeded Phone Circuits	Phone System	Ongoing	IT	Now that the main phone system implementation project has been completed it is time to start cancelling other circuits that are no longer needed.	
Phones for New Fire HQ and Parks Buildings	Phone System	Ongoing	Fire	Assess equipment needs, order equipment and coordinate installaiton with CMS	Majority of phone equipment is on hand and ready to be installed.
Combine the 2 Cityworks Attachment folders into 1 folder	Software Configuration	Ongoing	Public Works	Create storage on the SAN for the scanned images. The scanned images	

Task Name	Project Type	Status	Department	Description	Notes
				can be redirected from the external HD over to the SAN.	
Create new map in Solarwinds for Shoretel equipment.	Software Configuration	Ongoing	IT	Create new map in Solarwinds for Shoretel equipment.	
Implement EPanic at additional subsites - Parks, Public Works, etc.	Software Configuration	Ongoing	IT	Implement EPanic at additional subsites - Parks, Public Works, etc.	
Install airMax software and schedule periodic radio firmware updates	Software Configuration	Ongoing	IT	At least one location (Fire HQ) is reporting that there is a firmware update available. This can all be centrally managed in the airMax software from Ubiquit.	
Laserfiche retrieval sessions are not being disconnected after 20 minutes	Software Configuration	Ongoing	IT	The sessions are not being disconnected after 20 minutes of activity. I've attached a screenshot showing the 5 licenses have been inactive for over 1 day. Please contact EDCO and have them engage with Laserfiche if need be. Thanks, Tom	
Project - E-Gov Implementation	Software Configuration	Ongoing	CDD	E-Gov Implementation.	Supporting CDD and Govern in this endeavor.
Project - Restructure Active Directory	Software Configuration	Ongoing	IT	Rebuild Active Directory from the ground up. Restructure the OUs, implement a new group policy structure. Break up the department folder structure into separate folders for each department.	Ongoing

Task Name	Project Type	Status	Department	Description	Notes
Setup certificate based authentication for private wireless in the City	Software Configuration	Ongoing	IT	Setup Windows Network Policy Server, and a domain Certificate Authority server. Configure WPA2-Enterprise with PEAP for the wireless.	
Active software upgrade for Park	Software Upgrade	Ongoing	Parks	Provide assistance as needed to Parks staff for upgrades	
Neo Gov Applicant Tracking Implementation and Integration with Biddle	Software Upgrade	Ongoing	Human Resources	Review software specifications for Neo Gov applicant tracking and also integration to the Biddle CriticiCall software that PD is in the process of purchasing and work with April to get implemented. NeoGov needs to be online by January and CriticiCall like	
Project- Discuss and determine how we will deploy PowerPivot to the city.	Software Upgrade	Ongoing	IT		
General IT Staff Training	Training	Ongoing	All		

Treasurer's Report  
Cash Reserve Balance of Major Funds

**General Fund**

Cash on Hand as of 8/31/14	\$ 12,754,242.65 ***
3 mos. operating reserve	\$ (4,123,872.50)
10% emergency reserve	\$ (1,275,424.27)
	<u>\$ 7,354,945.89</u>

**Ambulance**

Cash on Hand as of 8/31/14	\$ 3,788,386.35
3 mos. operating reserve	\$ (851,431.25)
10% emergency reserve	\$ (378,838.64)
Obligated 2015 budget: Venita property	\$ (125,500.00)
	<u>\$ 2,432,616.47</u>

**Fire**

Cash on Hand as of 8/31/14	\$ 3,156,589.72
3 mos. operating reserve	\$ (486,855.50)
10% emergency reserve	\$ (315,658.97)
	<u>\$ 2,354,075.25</u>

**Parks**

Cash on Hand as of 8/31/14	\$ 1,719,895.74
3 mos. operating reserve	\$ (865,683.75)
10% emergency reserve	\$ (171,989.57)
	<u>\$ 682,222.42</u>

**Prop S**

Cash on Hand as of 8/31/14	\$ 3,006,381.40
3 mos. operating reserve	\$ (713,750.00)
10% emergency reserve	\$ (300,638.14)
	<u>\$ 1,991,993.26</u>

**MFT**

Cash on Hand as of 8/31/14	\$ 4,928,611.16
3 mos. operating reserve	\$ (713,750.00)
10% emergency reserve	\$ (492,861.12)
Obligated 2015 budget: Transfer from reserves	\$ (2,058,000.00)
	<u>\$ 1,664,000.04</u>

**Water**

Cash on Hand as of 8/31/14	\$ 4,733,892.85
3 mos. operating reserve	\$ (2,468,986.75)
10% emergency reserve	\$ (473,389.29)
	<u>\$ 1,791,516.82</u>

**Sewer**

Cash on Hand as of 8/31/14	\$ 2,699,415.66
3 mos. operating reserve	\$ (1,352,927.75)
10% emergency reserve	\$ (269,941.57)
	<u>\$ 1,076,546.34</u>

**Library**

Cash on Hand as of 8/31/14	\$ 2,079,085.35
3 mos. operating reserve	\$ (290,289.25)
10% emergency reserve	\$ (207,908.54)
	<u>\$ 1,580,887.57</u>

**Hotel/Motel**

Cash on Hand as of 8/31/14	\$ 1,103,710.81
3 mos. operating reserve	\$ (231,431.25)
10% emergency reserve	\$ (110,371.08)
Obligated 2015 budget: Transfer from reserves	\$ (225,425.00)
	<u>\$ 536,483.48</u>

**Park Land Fund Subdivision**

Cash on Hand as of 8/31/14	\$ 233,726.62
3 mos. operating reserve	\$ (6,262.50)
10% emergency reserve	\$ (23,372.66)
	<u>\$ 204,091.46</u>

**Annex Fees**

Cash on Hand as of 8/31/14	\$ 712,045.79
3 mos. operating reserve	\$ (31,275.00)
10% emergency reserve	\$ (71,204.58)
Obligated 2015 budget: Venita property	\$ (59,500.00)
	<u>\$ 550,066.21</u>

\*\*\*Includes proceeds from sale of cell tower and Kyle Road property

Note: 3 mos operating reserve calculated by using FY 2015 budget