



Minutes
Committee No. 1
Revenues, Disbursements, Water and Wastewater
July 23, 2013

Committee #1 – Revenues, Disbursements, Water and Wastewater met on Tuesday, July 23, 2013 at 6:00 PM in the City Hall, Council Chambers, 30 W. Central Street, Chippewa Falls, WI.

Committee/Council Members present: Jane Lardahl, George Adrian, Amy Mason, Bill Hicks, Mayor Hoffman.

Others Present: Finance Manager/Treasurer Lynne Bauer, Utility Office Manager/IT Coordinator Connie Freagon, Public Works Director/City Engineer/Utility Manager Rick Rubenzer, Police Chief Wendy Stelter, Library Director Virginia Wood Roberts, Chippewa County Administrator Frank Pascarella, Chippewa County Network Engineer Andy Bauer.

The meeting was called to order at: 6:00 PM.

1. Discuss consolidated data center funding. Possible recommendations to the Council.

IT Coordinator Connie Freagon distributed a draft of the Chippewa County Intergovernmental Agreement Addendum. Andy Bauer and Frank Pascarella described the services the City will receive based on the addendum. Services will include desktop support, server and AS400 support as well as long term capital planning and proactive use of innovative technology solutions. The City currently budgets \$30,000 per year for IT support through the County with the actual cost of hours used fluctuating from year to year. Due to the consolidation of equipment the County will have a hard time estimating City cost vs County cost and has asked the City to commit to \$30,000 per year for three years for unlimited IT services. In addition, the County has estimated equipment replacement and maintenance costs for the next five years and would charge the City 20% based on usage. That annual cost is estimated to be \$17,350.96. The City will try to adjust the data processing budget to accommodate the annual costs.

Motion by Mason/Adrian to recommend the Council approve funding as discussed (see attachments) for the Chippewa County Intergovernmental Agreement Addendum contingent upon review by Chippewa County Department of Administration Corporation Counsel. **All present voted aye. Motion carried.**

2. Discuss Police Department Budget issues. Possible recommendations to the Council.

Police Chief Wendy Stelter discussed budget issues that are developing due to the retirement of five officers. She indicated overtime costs will exceed the 2013 budgeted amount and explained that most of the overtime has been a result of filling short shifts. Mandatory training has contributed to additional overtime. Two officers were hired in May and two additional

officers will begin in August. After the department is fully staffed, overtime costs will go down. In addition, patrol officers switched to 12 hour shifts on July 1 and expectations are that this will also reduce overtime costs. Chief Stelter and Finance Mgr Bauer will review the 2013 Budget to see what monies can be utilized to offset the overage in overtime.

No action taken.

3. Discuss issues regarding city lot sales. Possible recommendations to the Council.

City lots still available for sale include three lots on Chippewa Crossing Boulevard (Lots 1,2,3) and three lots on Marilyn Street (Lots 7,10,11). Discussion included how to proceed with selling these lots and whether or not to designate the Chippewa Crossing lots as buildable. The Committee decided to list the lots for sale through a realtor. Finance Mgr Bauer will provide a list of realtors to the Committee who will make a recommendation. The Committee also decided the three Chippewa Crossing Lots would be divided into two -- Lot 1 and ½ of Lot 2; and Lot 3 with the other ½ of Lot 2. The Committee discussed a verbal offer from Ruth Dahms for two of the Marilyn Street lots - \$5,000 for Lot 7 and \$8,000 for Lot 10 - but did not agree to sell the lots for those prices.

Motion by Lardahl/Mason to recommend the Council approve combining Chippewa Crossing Lots 1, 2 and 3 into two lots and to sell those lots and the Marilyn Street lots through a realtor with the realtor to be approved by Committee #1 and the Council. **All present voted aye.**

Motion carried.

4. Brief discussion regarding upcoming budget process.

Finance Mgr Bauer summarized the upcoming budget process for the 2014 Budget. The budget process includes department budgets being submitted to the Finance Department for review. After the draft budget is compiled, the Committee will schedule a series of meetings to review department expenditure requests; capital requests; TIF activity and projections; revenue projections; and donation requests. Final adoption of the budget will be in late November. Committee members stressed the need for detailed explanations on the account justification sheets. They also requested actual costs vs budgeted amounts for 2012. The Committee will set a budget timeline at their next meeting.

No action taken.

5. Adjournment.

Motion by Mason/Adrian to adjourn at 7:39 PM. **All present voted aye, motion carried.**

**Minutes submitted by,
Lynne Bauer,
Finance Manager/Treasurer**

***** Draft *****

Chippewa County Intergovernmental Agreement Addendum 7/23/2013

Executive Overview

Chippewa County Information Technology is responsible for maintaining and expanding the County technology infrastructure, including maintenance and operation of technology systems, applications, databases, computing hardware and software, web application development, telephones, voice mail, cellular/smart phones, as well as delivery of new and enhanced technologies and providing end user training and support. Information Technology seeks to work in conjunction with the City of Chippewa Falls to maximize the value of IT investments and to support the most effective and efficient delivery of services for both entities.

Overview of Services

Chippewa County Information Technology Division will manage the City of Chippewa Falls Information Technology services. The proposed plan will address the projected expenses necessary to sustain the current levels of service and the overall charges to continually maintain those services. What is common in both entities is the desire to seek ways in which to lower the cost of service while continuing to meet the requested service levels. The plan will also encompass building reserve funds that are impacted by capital projects that fluctuate in size from year to year, but are necessary in order to maintain the service levels required. These fluctuations in the annual expenses can result in annual increases and decreases in the charges for service to the City of Chippewa Falls. It is recommended that 5-year revenue projections be developed in conjunction with both entities to show charges designed to minimize the fluctuations and maintain adequate working capital overall.

Administrative Functions/Goals:

- Budget/Cost allocation
- Systems design: infrastructure, capacity, & security
- Implementation/Systems Integration planning
- High Availability & Replication
- Disaster/Recovery Preparation & Planning
- Strategic Planning
- Technology convergence planning
- Setting technology related organizational standards
- Centralized technology procurement of hardware/software/services
- End-user training: applications & devices
- Backroom operations: data/application backup, printing, application processing, electronic data transmissions.
- Internet/Intranet
- Desktop Anti-Virus protection

- Wireless network connectivity
- Manage security: firewalls, VPN, Manage Active Directory
- Desktop application support: Microsoft Office, Adobe, Winzip, etc.
- Manage shared network storage resource

Support

- Desktop support: PC/Laptops/tablets, printers, etc.
- Server support
- Application support
- Communications: wired, point-to-point, Wi-Fi & WiMax
- Infrastructure monitoring: status & performance
- AS400 (does not include hardware/software support with IBM)
- Help desk

Business Objectives

- Provide vision, leadership and direction for evaluating and reevaluating current and emerging technologies and implementing cost-effective solutions.
- Enhance services to the City of Chippewa Falls through the appropriate and proactive use of technology.
- Provide a reliable infrastructure/network to effectively and efficiently use technologies.
Provide timely and efficient technical support to all departments.
- Provide value to departments by assisting them in operation improvements, through an understanding of their business processes and needs and managing the implementation of technology solutions to meet those needs.
- Provide comprehensive project management services for implementing technology solutions, including procurement, contract negotiations, professional services, and software integration.
- To provide technology solutions that meet overall City/County objectives.

Chippewa County Chargeback Details

Administration / Operations & Maintenance:

- Charges based on 20% of system usage over a five year period. This includes backup units, storage area networks, virtual environment and licensing/support used on these systems.

Network/PC/Laptop/Tablet/Printer Support:

- Work done for the City of Chippewa Falls is covered under the \$30,000 annual charge. This covers all support needs and will be evaluated every 3 years.

Future Projects/Solutions

- The majority of capital charges are based on % of system usage averaged over a 5 year period. The City will only be charged for the specific hardware/software it is using at the agreed upon percentage (20% over a 5 year period).

Description	Cost	Annual Costs	Vendor	Comments
Storage Area Network 1	\$32,000.00	\$500.00	CDW/G	
Storage Area Network 2	\$25,924.00	\$500.00	RMM	
Storage Area Network 3	\$23,895.00	\$500.00	Cort Tech	
Storage Area Network 4	\$22,491.00	\$500.00	DIRECT TECH	
Storage Area Network 5	\$19,720.00	\$500.00	DIRECT TECH	
Storage Area Network 6	\$19,370.00	\$500.00	DIRECT TECH	
Wiscnet/MPLS		\$7,100.00	Wiscnet	
Unitrends Backup 1	\$23,880.00	\$2,814.00	CPSI	18 TB
Unitrends Backup 2	\$23,880.00	\$2,814.00	RMM	
Unitrends Archive	\$9,800.00	\$359.00	RMM	
Unified Computing System 1	\$10,000.00	\$454.00	RMM	
Unified Computing System 2	\$10,154.00	\$454.00	RMM	
Unified Computing System 3	\$7,250.00	\$405.00	CDW/G	
Unified Computing System 4	\$9,900.00	\$405.00	CDW/G	chasis (\$8300) ram (\$1600)
M/S Datacenter Licensing	\$6,244.00	\$3,122.00	SHI	\$780 per yr per processor
VSphere Enterprise Licensing	\$19,176.00	\$5,300.00	SHI	ESX host \$662 per processor
Vcenter Licensing	\$3,210.00	\$1,149.00	SHI	
Hardware Totals	\$266,894.00			
Annual Support Total		\$27,376.00		
Total	\$266,894.00	\$5,475.20		
City cost (20% of acutal):	\$10,675.76			Over a 5 year period
Tech Support	\$30,000.00			Includes all support ; server/backup/SAN/tickets/etc.
Rack space in data center	\$1,200.00			\$100 per month/rack
20 % annual maintenance cost	\$5,475.20			
Total annual cost to city	\$47,350.96			

