

**TOWN OF WENDELL
BOARD OF COMMISSIONER BUDGET WORK SESSION MEETING MINUTES
APRIL 23, 2018**

The Wendell Town Board of Commissioners held a budget work session meeting on Monday, April 23, 2018, in the Town Board Room, Wendell Town Hall, 15 East Fourth Street.

PRESENT: Mayor Virginia Gray; Mayor Pro Tem Jon Lutz; Commissioners: John Boyette, David Myrick, Ben Carroll, and Jason Joyner.

STAFF PRESENT: Town Manger Teresa Piner, Special Assistant to the Manger-Town Clerk Sherry Scoggins, Finance Director Butch Kay, Planning Director David Bergmark, Public Works Superintendent Brian Bray, IT Administrator Tamah Hughes, Parks and Recreation Director Jeff Polaski and Police Chief Bill Carter.

MEETING CALLED TO ORDER AND WELCOME

Mayor Gray called the meeting to order at 5:33 p.m.

1. CONTINUED DISCUSSION OF INFORMATION TECHNOLOGY NEEDS AND SERVICE FOR THE TOWN OF WENDELL.

SPEAKER: Town Manager Teresa Piner and Finance Director Butch Kay

ACTION: Presentation by Cii Technology Solutions. Review and discussion.

IT Infrastructure Presentation
Town of Wendell, NC
April 23, 2018



Mike Taylor, Director of IT



Mike Taylor CCNA, MCTS, MCP
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Today's Discussion

- About Cii
- Services we offer
- Objectives Communicated by the Town of Wendell
- Cii Solutions to address Objectives
- Answer questions

About Cii Technology Solutions

Incorporated in 1981

Headquartered in Raleigh, NC



Application Development

We build applications that fit and adapt to you and your staff, not the other way around.



Technical Services

Cii's technical services team helps you utilize technology to grow and protect your business.



Cloud Services

Our cloud-based solutions are rigorously tested and proven to provide outstanding results.

Services

Network Design & Security
Cloud Infrastructure Solutions
24/7 Help-Desk
Software/Application Development
Backup & Disaster Recovery
Server & Desktop Support
Email Hosting
Staffing
Mobile Device Management
Compliance Auditing & Management

Objectives – Town of Wendell



- Lower the dependence on local equipment
- Improve security posture
- Provide auditing capability
- Improve RTO (Recovery Time Objective)
- Create opportunity for easier collaboration
- Simplify user interactions with technology
- Provide cloud solutions to improve user access capabilities

Solution - Continuity Appliance

- **Allows for local and cloud virtualization in the event of a failure**
- **One of the best and most cost effective RTO (Recovery Time Objective) solutions offered on the market**
- **One permanent for Edmunds and one temporary virtualization appliance for Exchange 2010 until the migration to 365 has completed**

Solution - Support Tools

Priced with and without 24/7 365 Helpdesk support. Quantities can be modified on a month by month basis.

All tools include:

- **LogMeIn Professional**
- **Managed Antivirus**
- **Managed Antispyware**
- **Microsoft security updates**
- **Third party app patching (we can exclude Java)**
- **SMART reporting**
- **Asset reports**
- **Full management console**

Solution - Web Filter

- **Greater control of the networked environment**
- **Protection to help prevent Ransomware and other threats**



Solution - File Sync

- For external file access and secure sending among other features.
- Machine level backup option that could eliminate the need for troublesome roaming profiles
- Auditing capability for compliance purposes
- Granular security controls from a single management console
- Could eventually eliminate the need for a local file server
- Web access and easy to use collaboration features

Summary

Cii Technology Solutions welcomes the opportunity to partner with the Town of Wendell.

- Stress tested solutions
- Proven Infrastructure designs
- Top notch technical support



Thank you for your time today!



Commissioner Carroll stated he heard 175 technicians at any given time. Mr. Taylor stated there are three shifts for the technicians.

Commissioner Carroll questioned the wait time when calling for support. Mr. Taylor stated the wait time is usually 10 to 15 seconds. Users have the option of using the chat support instead of calling.

Mayor Pro Tem Lutz questioned if the Town would continue to use the equipment on hand. Mr. Taylor stated yes. He added there is a lease option with a buy-out.

Commissioner Boyette questioned the size of the customers serviced by Cii. Mr. Taylor stated the largest client has 400 employees. Most of the clients are in the 50 person range. Those clients with fewer than 30 employees usually have an information technology person on staff.

The Board requested to hear from IT Administrator Hughes. IT Administrator Hughes stated she spoke with Mr. Taylor the other day about technology options and ways to deploy.

Mr. Taylor stated he heard the concern with the migration to 365. Cii offers a seamless migration and the process is well documented.

2. DISCUSSION AND REVIEW OF PRELIMINARY BUDGET FOR FY 2019:

- a. Projected Revenues**
- b. Personnel**
- c. Capital Expenditure**
- d. Operating**
- e. Debt**
- f. Powell Bill**

SPEAKER: Town Manager Teresa Piner and Finance Director Butch Kay

ACTION: Review and discussion.

Finance Director Butch Kay provided an overview of the preliminary budget for FY 2019. A balanced budget will be brought before the Town Board at its May 14, 2018, Board meeting. At present, expenditures are exceeding revenues. Staff is preparing the budget with the mindset of NO tax increase. A copy of the personnel needs was distributed to the Town Board; copy of the handout included in the minutes book as reference. He stated he spoke with Wake County and the County property tax values have increased for the Town, just not at the amount to fully fund requests. He and Town Manager Piner will continue to work with the departments to meet the needs for FY 2019.

The Board presented questions on information technology needs. To keep the budget process moving, it was the consensus to include an amount as a placeholder and then complete the details for FY 19.

The Board reviewed the staff requests for each of the departments:

- Parks and Recreation:
 - Floor machine for the gymnasium
 - Securing the Administrative Assistant's office
 - Specialized mower for the ballfields
 - Replacement windows for the Community Center
 - Plow for use at the Community Center; continue to host Track Out Camp during the inclement weather
- Planning Department
 - Multi-Use Trail Plan – Would include a consultant assisting with the public hearings and when approved, enable the Town to require easement dedication. Cost is \$60,000. Separate from the Transportation and Pedestrian Plans.
- Police
 - CAD software
 - Personnel
- Public Works
 - Sweeper truck – small one for use within Wendell Falls
 - Vacuum truck

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- Jet machine – contract services or purchase
- Bulldozer
- Knuckleboom truck
- Other
 - Stage Renovation
 - Replacement of Town owned lights on Main Street
- Powell Bill Funds
 - Alleyway and parking at Town Hall; being reviewed
- Specials Appropriations
 - It was the consensus of the Board to receive and review special appropriations

3. ADJOURN.

ACTION:

Mover: Mayor Pro Tem Lutz moved to adjourn at 6:53 p.m.

Vote: Unanimous.

Duly adopted this 14th day of May 2018, while in regular session.

ATTEST:

Virginia R. Gray, Mayor

Sherry L. Scoggins, MMC; Town Clerk