

AGENDA
CITY COUNCIL REGULAR BUSINESS MEETING
CITY OF BRIGHTON
JUNE 1, 2017 - 7:30 P.M.
CITY HALL COUNCIL CHAMBERS
200 NORTH FIRST STREET
BRIGHTON, MICHIGAN
TELEPHONE: 810-227-1911 WEBSITE: www.brightoncity.org

Business Meeting - 7:30 PM

1. Call to Order
2. Pledge of Allegiance
3. Roll Call
4. Consider Approval of the Agenda

Consent Agenda Items

5. Approval of Minutes: [Study Session of May 18, 2017](#)
6. Approval of Minutes: [Regular Meeting of May 18, 2017](#)
7. Approval of Minutes: Closed Sessions of May 18, 2017
8. Approval of **Resolutions for the Transfer of Liquor License From VG's to Family Fare; LLC dba Busch's** Located At 9870 E. Grand River Ave, Brighton MI 48116
9. Approval of [Appointment to the Brighton Arts and Cultural Commission](#)

Correspondence

10. Hilton Elementary Student Presentation of Brighton Historical Timeline
11. Eagle Scout Presentation
12. Call to the Public
13. Staff Updates
14. Updates from Council Member Liaisons to other Boards and Commissions

New Business

15. Consider Approval of [Joint Data Center and Related IT Upgrades](#)
16. Approval of Invitation to Bid Solicitation for the Sale of Real Property – 4718-24-400-028 (Challis Road)

Other Business

17. Call to the Public
18. Adjournment

MINUTES OF THE STUDY SESSION OF THE CITY COUNCIL OF BRIGHTON
HELD ON MAY 18, 2017 AT THE BRIGHTON CITY HALL
200 N. 1ST STREET, BRIGHTON, MICHIGAN

STUDY SESSION

The Council conducted a Study Session at 6:30 p.m.

Present were Mayor Muzzin, Mayor Pro-Tem Pipoly, Councilmembers: Bohn, Pettengill, Emaus, and Gardner. Staff: City Manager Nate Geinzer, Attorney Paul Burns, Attorney Brad Maynes, Chief Rob Bradford, DPW Director Marcel Goch, Assistant Director Patty Thomas, Clerk Pamela Stewart, and an audience of 0.

Mayor Muzzin removed the white paper discussion from the agenda.

CALL TO PUBLIC

Mayor Muzzin opened the Call to the Public at 6:30 p.m. Hearing and seeing none he closed the Call to the Public at 6:31 p.m.

CLOSED SESSION TO RECEIVE WRITTEN ATTORNEY-CLIENT COMMUNICATIONS

It was moved by Councilmember Emaus, seconded by Councilmember Pettengill to go into Closed Session at 6:31 p.m. to receive written attorney-client privileged communications pursuant to MCL15.268(h). A roll call vote was taken. Yes: Pipoly, Muzzin, Gardner, Bohn, Pettengill, and Emaus. No: none. Motion passed 6-0-1.

Councilmember Tobbe arrived at 7:00 p.m.

It was moved by Mayor Pro-Tem Pipoly & seconded by Gardner to come out of Closed Session. The Council reconvened the Study Session at 7:18 p.m.

ADJOURNMENT

It was moved by Mayor Pro-Tem Pipoly and seconded by Gardner to adjourn the meeting at 7:22 p.m.

Motion passed 7-0

Pamela Stewart, Clerk

James Muzzin, Mayor

MINUTES OF THE MEETING OF THE CITY COUNCIL OF BRIGHTON
HELD ON MAY 18, 2017 AT THE BRIGHTON CITY HALL
200 N. 1ST STREET, BRIGHTON, MICHIGAN

REGULAR SESSION

Mayor Muzzin called the meeting to order at 7:30 p.m. Present were Mayor Muzzin, Mayor Pro-Tem Pipoly, Councilmembers Bohn, Pettengill, Gardner, Emaus, and Tobbe. Staff: City Manager Nate Geinzer, Attorney Paul Burns, Chief Rob Bradford, DPW Director Marcel Goch, Clerk Pamela Stewart, Organizational Relations Manager Michelle Miller, Assistant DPW Director Patty Thomas, Community Development Associate Brandon Skopek, Labor Attorney Dennis Gabrian and an audience of nineteen.

AGENDA APPROVAL

It was moved by Councilmember Pipoly seconded by Tobbe to approve the agenda. The motion passed 7-0.

CONSENT AGENDA

It was moved by Councilmember Emaus seconded by Gardner to approve the Consent Agenda.

The following items were approved:

Study Session Minutes of May 4, 2017

Regular Session Minutes of May 4, 2017

Special Meeting Minutes of May 9, 2017

Approved bid solicitation for purchase of 1517 Whispering Oaks

Awarded bid for line painting to M&M Pavement Marking not to exceed \$20,000.

Approved LED Streetlighting Phase III in the amount of \$73,590.60

Motion passed 7-0

CALL TO THE PUBLIC

Mayor Muzzin opened the Call to the Public at 7:33 p.m.

J. Thaddeus McGaffey, 101 Brookside Lane, spoke about the Taste of Brighton event and his desire for the event to remain a merchant event.

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Elizabeth Soraruf, 815 Madison, spoke about an open dumpster at the St. George's church. She also suggested that the City power wash the outdoor café's sidewalk or ask the business owners to do so. Lastly, she stated that her road was in need of repair.

The Call to the Public closed at 7:42 p.m.

CITY CUSTOMER INFORMATION AND BOARD UPDATES

Chief Bradford mentioned that the Police Department had a good turnout for painting and that their potential new hire had passed his exams.

DPW Director Goch mentioned that most of the lane closures on Grand River had ended. He also stated that the City had begun to re-line some cross walks.

Community Development Associate Skopek mentioned that a joint meeting of the City Council, DDA, and Planning Commission would be held on June 5, 2017 at 6 p.m. on the new Master Plan. The Story of Us program kicked off on May 18th and will continue on Thursdays through August. On July 1st, a walking tour of the downtown art, which is part of the DIA exhibit will begin at Studio West at 6:15 p.m.

Manager Geinzer spoke about a \$9,000 grant received from MDEQ to start a recycling program downtown. Local student involvement will be encouraged for an education component. Manager Geinzer wore a teal t-shirt to support awareness of children with food allergies and spoke about Hilton Elementary's teal takeover day. He thanked Teacher Amy Gallant and Principal Jeff Easley for their efforts.

Mayor Pro-Tem Pipoly reported that the DDA had discussed the removal of the lights from crosswalks to be replaced with neon signs, and that a RFP had been posted for the 2nd Street property. He also reported that the downtown flowers were almost ready to be placed and Piet Lindhout had submitted a revised plan for the downtown band shell/amphitheater. Pipoly requested a moment of silence for Jack Conley.

Councilmember Bohn reported that the Planning Commission saw a developer's plans for 317 W. Main which would include necessary variances and the ratification of the Ordinance amendment number 577.

Councilmember Tobbe spoke about the BACC Story of Us Program and art walk.

Councilmember Pettengill mentioned the ZBA had met and approved the variance of four spaces in the Five Guys plaza. She also noted that the Imagination Station Clean Up went well with 161 volunteers laying 75 sq. yards of mulch. On May 24th, Brighton Boy Scout Troop 350 will be hosting a blood drive from 12-5:45 p.m. at the Brighton Community Center.

Councilmember Emaus mentioned the Brighton Veteran's Memorial Committee had added additional pavers with some work still remaining. The Memorial Day Parade will be on Monday, May 29th at 10 a.m. beginning at the High School. 153 small flags will be placed in all the local flower beds and after the parade the committee hopes the public takes them. Emaus reported that the Livingston County Transportation Coalition heard from Michigan Flyer. They discussed that the transportation company was considering putting a stop in Brighton.

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Mayor Muzzin reported that on Memorial Day that the American Spirit Center would be renamed the Bernie Corrigan Center and that the Brighton Area Fire had approved their budget.

PUBLIC HEARING AND SECOND READ OF ORDINANCE NUMBER 577

Mayor Muzzin opened the public hearing at 8:04 p.m. Hearing and seeing none he closed the hearing and reopened the regular council meeting.

Community Development Associate Skopek said that the ordinance allows for a greater set back in the downtown in order to create patio areas. The proposed amendment had been approved by the Planning Commission.

It was moved by Councilmember Emaus and seconded by Pettengill to approve Ordinance Number 577: Amendment to Section 98-462 of the City's Code of Ordinances.

Roll call vote: Muzzin, Tobbe, Gardner, Pettengill, Emaus, Bohn, Pipoly

Motion passed 7-0

LIVINGSTON COUNTY HAZARD MITIGATION PLAN

Teresa Cremona, Livingston County Emergency Manager, spoke about the importance of having a hazard mitigation plan and outlined some of the benefits which included the ability to gain grants from the Federal government in case of a disaster and for prevention.

It was moved by Mayor Pro-Tem Pipoly and seconded by Pettengill to approve Resolution 17-13 to adopt Livingston County's Hazard Mitigation Plan.

Roll Call Vote: Muzzin, Tobbe, Gardner, Pettengill, Emaus, Bohn, Pipoly

Motion passed 7-0

TASTE OF BRIGHTON AGREEMENT

Manager Geinzer discussed the concerns the City Attorneys had with the Taste of Brighton event. The Taste of Brighton was disclosed not to be a legal entity that could go into a contract and thus could not agree to the City's terms for having a Downtown event. To ensure the event still happened, the City and the Chamber have drafted an agreement to proceed. The merchant group, the Taste of Brighton, is planning on establishing a 501c3 for next year's event.

Councilmember Bohn and Attorney Burns both confirmed that the contract was between the City and the Chamber of Commerce and portions of the responsibility couldn't be delegated to an outside committee.

Pam McConeghy of the Brighton Chamber of Commerce stated that the Chamber is prepared to hold the event for a fee of \$5,000.

It was moved by Councilmember Tobbe and supported by Pipoly to approve the signing of the agreement.

Motion passed 7-0

CIVIC EVENTS

Staff presented the list of applications and events requested to be held within the City of Brighton.

It was moved by Councilmember Tobbe and seconded by Emaus to approve the applications for the 2017 civic events to be held in the City of Brighton.

Motion passed 7-0

MICHIGAN ECONOMIC DEVELOPMENT CORPORATION REDEVELOPMENT READY COMMUNITIES PROGRAM

It was moved by Councilmember Gardner and seconded by Pipoly to approve Resolution 17-14 approving the City of Brighton's participation in the Michigan Economic Development Corporation Redevelopment Ready Communities Program.

Roll Call Vote: Muzzin, Tobbe, Gardner, Pettengill, Emaus, Bohn, Pipoly

Motion passed 7-0

CITY ATTORNEY CONTRACT

Manager Geinzer stated that the contract was very similar to what has been done in the past. Staff agreed that an increase in retainer hours was justified due to the amount of work being done requiring legal review.

Attorney Burns stated that he had been with the City since the eighties and was thankful to the Council.

It was moved by Councilmember Emaus and seconded by Pipoly to approve the signing of the City Attorney's contract for a three year term.

Motion passed 7-0

CITY MANAGER COMPENSATION

Councilmember Emaus and Gardener presented a recommendation to the Council concerning the City Manager's compensation. The suggestion was to increase compensation by 3% which was standard for the surrounding communities. The City Manager opted out of MERS and health care. Discussion was had concerning increasing a vehicle allowance from \$200 to \$500.

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It was moved by Mayor Pro-Tem Pipoly and seconded by Emaus to approve the amendment to the City Manager's contract.

Yes: Gardner, Muzzin, Pipoly, Bohn, Pettengill, Emaus; No: Tobbe; Abstain: None

Motion passed 6-1

CALL TO THE PUBLIC

Mayor Muzzin opened the Call to the Public at 8:43 p.m.

Basil Nowling of Boy Scout Troop 350 stated that the meeting was very interesting and he liked it a lot.

The Mayor closed the Call to the Public at 8:45 p.m.

CLOSED SESSION PURSUANT TO DISCUSS A COLLECTIVE BARGAINING AGREEMENT

It was moved by Councilmember Tobbe seconded by Councilmember Gardner to go into Closed Session at 8:45 p.m. to discuss collective bargaining pursuant to MCL15.268(c). A roll call vote was taken. Yes: Pipoly, Muzzin, Gardner, Bohn, Tobbe, Pettengill, and Emaus. No: none.

Motion passed 7-0.

The Council reconvened the Regular Session at 9:04 p.m.

ACTION REGARDING CLOSED SESSION

It was moved by Councilmember Tobbe and seconded by Pettengill to approve the tentative agreement between the City and the Patrol Union and to authorize the Mayor and City Clerk to sign the contract.

Motion passed 7-0

ADJOURNMENT

It was moved by Councilmember Emaus and seconded by Tobbe to adjourn the meeting at 9:04 p.m.

Motion passed 7-0

Pamela Stewart, City Clerk

James Muzzin, Mayor



CITY OF BRIGHTON
REPORT FROM THE CITY MANAGER TO CITY COUNCIL
June 1, 2017

SUBJECT: REQUEST TO APPROVE LIQUOR LICENSE TRANSFER FROM VG'S FAMILY FARE, LLC TO BUSCH'S, Inc., DBA BUSCH'S, LOCATED AT 9870 E. GRAND RIVER AVE, BRIGHTON MI 48116.

ADMINISTRATIVE SUMMARY

- Busch's Market has obtained a proper liquor license transfer with the State of Michigan Liquor License Control Commission. The current application is for a transfer of the SDD/SDM license with the addition of Sunday Sales (AM and PM).
- Subsequent to a Liquor inspection it was determined that Busch's Market did not file a transfer application with the City of Brighton. The situation was brought to the attention of Busch's Market management.
- The application was submitted and the proper liquor license application fee has been paid to the City of Brighton.
- The Brighton City Police department has conducted an investigation of the applicant business including all stockholders and trustees above 10% ownership. A criminal record check reveals the stockholders and trustees have no violations in the State of Michigan.
- Canton City PD, South Lyon City PD and West Bloomfield Twp. PD's all report no violations in regards to alcohol sales.
- Busch's currently has 16 liquor licenses in the State of Michigan, all in good standing.
- The Brighton Code Enforcement Officer and the Brighton Area Fire Department report no outstanding issues regarding the property located 9870 E. Grand River Ave, Brighton MI 48116.
- The applicant meets the minimum requirements for consideration by the MLCC.
- The applicant meets the requirement for consideration by City Council.

RECOMMENDATION

- The Police Department has determined that the applicants meet the requirements of the City's liquor ordinances (6-31 to 6-41) and therefore recommends approval of the request.
- If Council approves, the following resolution is suggested:

A RESOLUTION APPROVING THE SALE OF ALCOHOLIC LIQUOR

WHEREAS, pertinent sections of the Brighton Municipal Code require that the Brighton City Council expressly approve the sale of alcoholic liquor by any person or persons within the City of Brighton; and

WHEREAS, the applicants have applied to the Michigan Liquor Control Commission for the transfer of a state issued liquor license to be used within the City of Brighton; and

WHEREAS, the Brighton Police Department has conducted an investigation of the applicants and found said applicants to be in compliance with the Brighton Municipal Code; and therefore

BE IT RESOLVED, that Busch's Market. is approved to sell alcoholic liquor at 9870 E. Grand River Ave in the City of Brighton in accordance with the Brighton Municipal Code.

Prepared by: Craig C Flood, Deputy Chief of Police

Reviewed by: Rob Bradford, Chief of Police

Approved by: Nate Geinzer, City Manager

Resolution #17-15

City of Brighton

At the June 1st, 2017 Regular Meeting of the Brighton City Council, called to order by _____ On June 1st, 2017 at _____ p.m.

The following was offered:

Moved by _____ and supported by _____

That the request from Busch's, Inc, d/b/a Busch's, for a transfer of ownership of the current SDD/SDM licenses per MCLA 436.1521.a(1)(b) and a Sunday Sales permit (AM and PM) to be located at 9870 E Grand River Ave, Brighton, Livingston County, Michigan.

Be considered for approval "above all others"

AYES:

NAYS:

ABSTAIN:

ABSENT:

It is the consensus of this legislative body that the application be recommended for issuance.

State of Michigan _____)
County of _____)

I, Pamela Stewart, City Clerk for the City of Brighton, do hereby certify that the foregoing is a true and complete copy of a Resolution adopted by the City council at the Regular Meeting held on June 1st, 2017.

SEAL

Pamela Stewart, City Clerk

200 N. First Street
Brighton, Michigan 48116

Resolution #17-16

**City of Brighton
A Resolution Approving the Sale of Alcoholic Liquor**

WHEREAS, pertinent sections of the Brighton Municipal Code require that the Brighton City Council expressly approve the sale of alcoholic liquor by any person or persons within the City of Brighton; and

WHEREAS, the applicants have applied to the Michigan Liquor Control Commission for the purchase or transfer of a state issued liquor license to be used within the City of Brighton; and

WHEREAS, the Brighton Police Department has conducted an investigation of the applicant and found said applicant to be in compliance with the Brighton Municipal Code; and therefore

NOW, THEREFORE, BE IT RESOLVED, that Busch's, Inc d/b/a Busch's, for a transfer of ownership of the current SDD/SDM licenses per MCLA 436.1521.a(1)(b) and a Sunday Sales permit (AM and PM) to be located at 9870 E Grand River Ave, in the City of Brighton in accordance with the Brighton Municipal Code.

AYES:

NAYS:

ABSTAIN:

ABSENT:

I, Pamela Stewart, City Clerk for the City of Brighton, do hereby certify that the foregoing is a true and complete copy of a Resolution adopted by the City council at the Regular Meeting held on June 1st, 2017.

Pamela Stewart, City Clerk



CITY OF BRIGHTON

June 1, 2017

SUBJECT: BRIGHTON ARTS AND CULTURE COMMISSION APPOINTMENT

ADMINISTRATIVE SUMMARY

Mary Ellen Des Gravise is seeking appointment to the vacancy on the Brighton Arts and Culture Commission. Mary Ellen Des Gravise has been a City resident for thirteen years. She attended art school in Cleveland and is a painter. She is excited to contribute to the community!

Prepared by: Jessica Reed, Management Assistant

Approved by: Nate Geinzer, City Manager



CITY OF BRIGHTON
REPORT FROM THE CITY MANAGER TO CITY COUNCIL
June 1, 2017

SUBJECT: APPROVAL OF JOINT DATA CENTER AND RELATED IT UPGRADES

ADMINISTRATIVE SUMMARY

- The City of Brighton has been contracting with the City of Howell since 2012 for IT Services. In addition to services, the two communities share a data center and other technologies.
- City of Brighton staff has felt that this relationship has been very valuable and has been please with the services provided. As such, it is staff's intent to maintain this relationship.
- The shared data center housed in the City of Howell has reached a point where it is in need up upgrading. New technologies and expectations have increased, necessitating the investment.
- Additionally, both communities are in the process of implementing new asset management software being paid for through their respective SAW Grants. However, grant dollars will not cover the IT backbone needed to operate the software. The new asset management software, in part, also necessitated upgrading the SQL server used from a 2008 version to 2016.
- Total upgrade costs attributable to the City of Brighton is \$53,874.90. The City of Brighton Utilities Fund will cover a portion of the cost, currently estimated at 40%.
- The new data center will be expandable and have the capability to keep up with the new intensity of use anticipated.
- Additional information provided by the City of Howell IT department is attached.

RECOMMENDATION

It is recommended that City Council approve the City of Brighton's portion of joint data center and related IT upgrades with the City of Howell in the amount of \$53,874.90.

Prepared by: Patty Thomas, Asst. DPW Director

Reviewed by: Marcel Goch, DPW Director

Approved by: Nate Geinzer, City Manager

DRAFT

CITY OF HOWELL MEMORANDUM

TO: MAYOR & CITY COUNCIL
FROM: SHEA CHARLES, CITY MANAGER
DATE: MAY 26, 2017
RE: 2017 DATA CENTER PROJECT

In 2012 the City expanded its IT partnership with the City of Brighton by implementing a network server data center solution for both communities, as well as the Howell Recreation Authority. The current data center is at its end of life and is in need of replacement, driven in part by implementation of new Geographic Information Systems by both Howell and Brighton as part of the SAW grant program. The City of Howell engaged Gracon Services, the Howell's network vendor, to provide a strategic analysis and design for a new data center. Attached is the report and initial cost estimate for implementation.

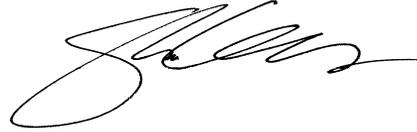
The term "data center" generally refers to multiple network servers operating by a single hardware platform. In the case of the Howell/Brighton Data Center we have two large servers tied a storage-area-network device via network switches. The design enables us to operate 22 different "virtual" servers resulting in significant savings in hardware and operational costs. The savings is achieved by not having 22 individual server boxes and the necessary time of overseeing them. By consolidating into a single data center we are able to add or delete servers as needed as well as the corresponding storage capacity. The current system, as well as the proposed, has the ability to expand with additional storage drives and parts can be replaced without taking the system off-line.

Gracon's analysis identifies upcoming trends influencing the new data center design. Gracon recommends implementation of a three-server configuration with eight terabytes of storage with a projected cost of \$76,660 (see page 11 & 14). Additionally, both communities will need to upgrade two current SQL Database licenses and purchase two additional to accommodate new GIS systems for a cost of \$36,500. Overall cost for the project estimated to be \$125,660 with installation and configuration. Gracon identifies that \$53,094 of this project is attributable directly to the GIS upgrades for both communities and should be equally shared. Both communities have SAW grants that will cover 90% of this cost. The balance of the project staff recommends the following allocations:

Howell	\$36,363
Brighton	\$27,327
Howell Recreation Authority	\$8,875

DRAFT

The basis for allocations is on number of users and data storage requirements in the attached spreadsheet. For the City of Howell part, we will split our allocation among the General Fund and other enterprise funds, based on users and applications. If City Council is comfortable with the report, staff will then proceed with putting the hardware out for bid and request Gracon submit a formal quote for installation.

A handwritten signature in black ink, appearing to read 'Shea Charles', written in a cursive style.

Shea Charles
City Manager



CITY OF HOWELL & CITY OF BRIGHTON

Information Technology Strategic Plan & Road Map

May 2017

Prepared by: Michael K. Grady
Chairman



CITY OVERVIEW

The City of Howell (CoH) is located in Livingston County, Michigan. As the county seat, CoH is centrally located within Livingston County. In the 2010 U.S. Census, the City had a population that was approaching 10,500 residents, which is the most populated city in Livingston County.

It is the City's mission to provide essential services to its residents in a cost-efficient manner. It is with this idea in mind that the City was an early adopter of promoting regional cooperation, investing in its information technology (IT) infrastructure and collaborating with other governmental entities to share resources where appropriate. In 2007-2008, the City embarked on a collaborative effort with the County of Livingston, Howell School District, Livingston Educational Services Agency and Fowlerville Community Schools to construct a county-wide fiber optic backbone to facilitate high-speed Internet and communications connectivity amongst the previously mentioned stakeholders (See Figure A). After the initial fiber network was installed it was further expanded to the City of Brighton and other educational institutions within the County.

In more recent years, the CoH and the City of Brighton have signed a collaboration agreement in which the CoH provides managed IT resources to the City of Brighton. Much of the City of Brighton's processing and retention of information is done on the CoH IT platform. During this time period, the CoH Information Technology Department continues to develop a reputation for providing a comprehensive set of services which are delivered at more than satisfactory levels.

In addition, CoH strives to manage IT resources efficiently with a goal to modernize their data center, integrate public clouds, empower the digital workspace and transform security:

- Deploy enterprise solutions that reduce costs and improve efficiency.
- Improve its customer service through additional collaborative efforts with the City of Brighton that will benefit both municipalities and its stakeholders.
- Improve the security of the City's Data Center and information contained within.
- Improve the security and services of the City's wireless infrastructure within both of the City's Administration Buildings and other facilities as needed.
- Provide the IT infrastructure and computing capability to address both of the City's current needs and anticipate what may be needed in the future.

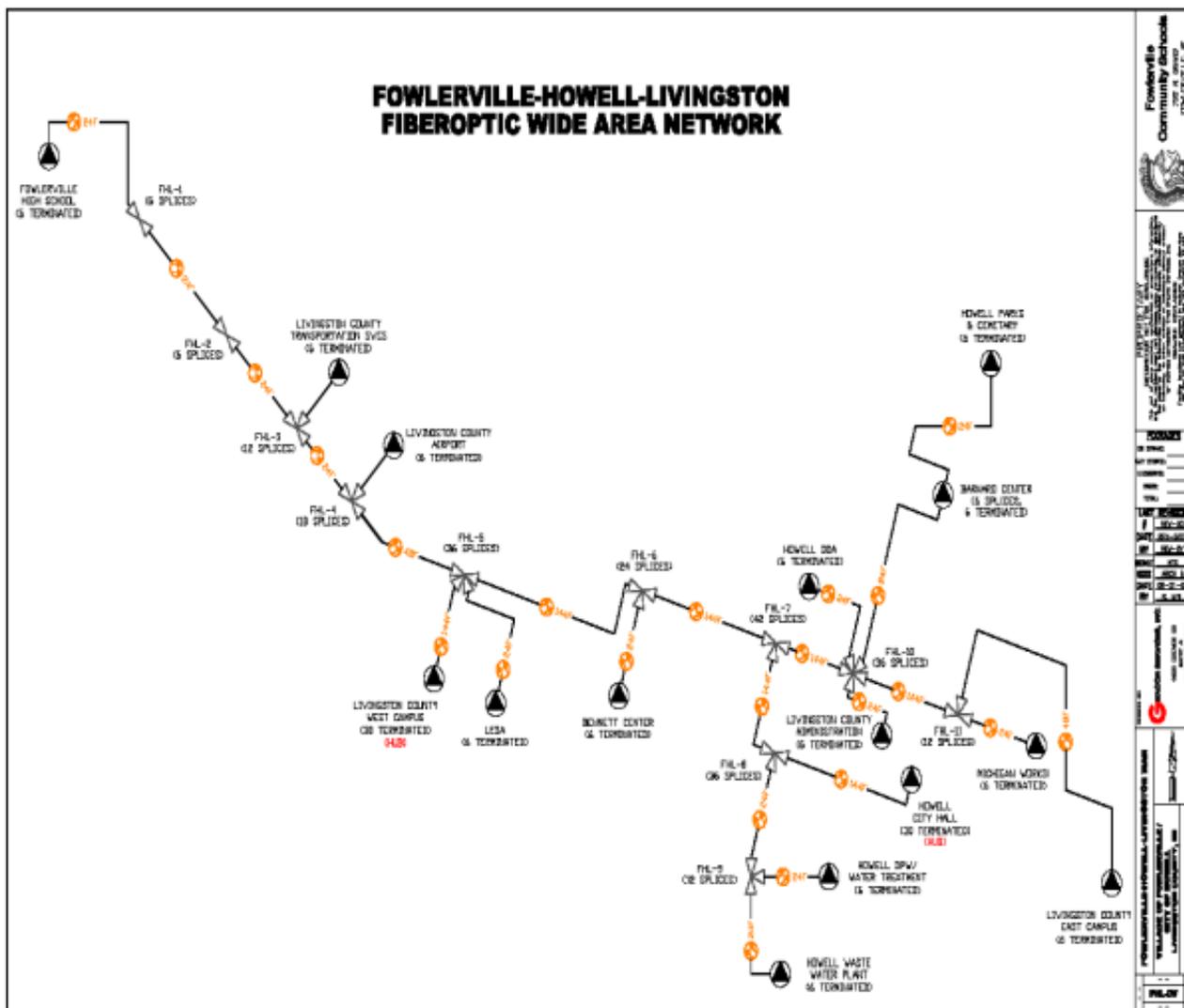


Figure A

Figure A reflects the initial fiber installation in Livingston County. Figure B below is the “extension” or additional phase of the fiber network that extended into the Brighton area and connected the cities together.

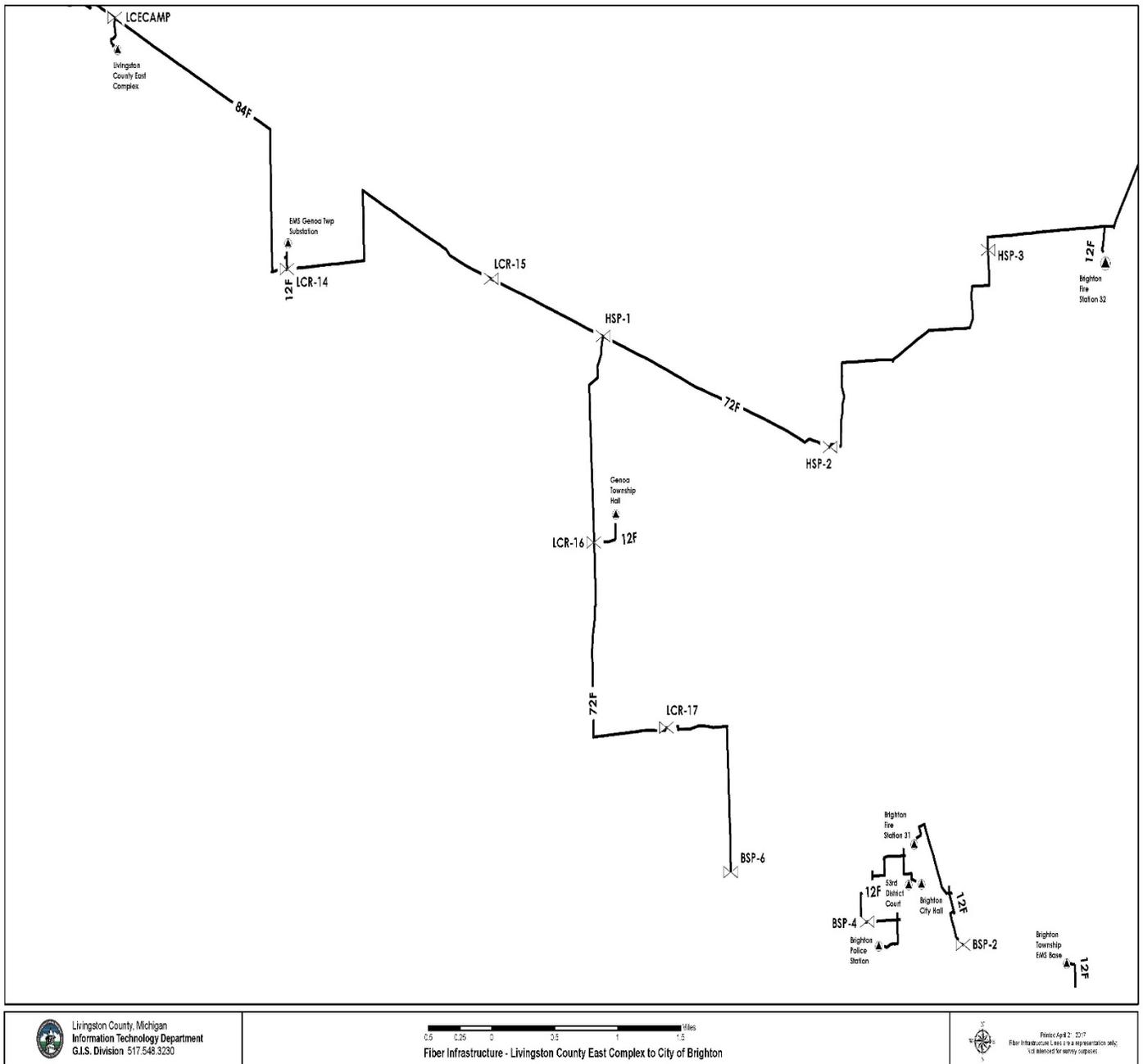


FIGURE B

Overall, the CoH IT environment including hardware, software and support structure is performing well. Current technology services at the CoH and Brighton are exceeding expectations in many technical and administrative areas. Further, these services are being delivered in a professional manner by IT staff with most end users satisfied with the responsiveness of the IT Department. That being said there are a number of IT challenges that should be investigated and addressed.

- While much of the core technology infrastructure that supports all users and applications is running efficiently, a need has been identified to develop an improved disaster recovery and business continuity plan.
- The IT infrastructure, servers, network switches, storage, etc. and some security systems have been in place for over five (5) years. The systems are growing obsolete. It is an important part of this report to outline the necessary costs to design, develop and maintain a newer IT platform that will exceed the current requirements and address future requirements.
- The CoH has choices for additional IT applications, upgrades and new expansion projects that would improve core efficiency and further improve customer service. There is also a need to balance these opportunities and desires against current funding, implementation priorities and staffing levels in IT while improving the overall IT decision-making process.
- Some initiatives reviewed during the development of this report are in the conceptual stage and require further assessment in regard to need and prioritization. This should include assessing communication enhancements (fiber, wireless and network infrastructure), public safety solutions, financial management systems, (asset management, facilities management, etc.) and other electronic-Government services.
- To meet the objective of providing better customer service by improving its processes, additional application systems could be implemented that will mandate large amounts of GIS

Municipalities are faced with streamlining IT operations to better serve employees and citizens, deploying solutions that reduce costs and improve efficiencies, enhancing IT security, and expanding information sharing.

data be collected (sewer, drains, water supply, and utility location mapping) and stored. This report focuses on the specifics of the IT systems being able to support this expansion and delivery of improved services, but it does not include staffing or personnel concerns.

- With the additional capability of the new data and applications, both municipalities should study how

that data and those systems will be accessed and by whom. It will be necessary to secure and

limit access to those systems. The security of remote access with mobile devices should be a consideration in the future.

It is with these factors in mind that the CoH has determined the need to conduct a Strategic Information Technology Plan which will guide the direction of technology in the near term and long term, while maintaining a fiscally conservative approach to the procurement and implementation of new technologies and systems.

Top 10 Priorities of City CIOs

-
1. *Cyber Security*
 2. *Open Government/Transparency*
 3. *Hire & Retain IT Personnel*
 4. *Citizen Engagement*
 5. *Mobile Applications*
 6. *Disaster Recovery*
 7. *Portals & E-Government*
 8. *Broadband & Connectivity*
 9. *Business Intelligence/Analytics*
 10. *Budget & Cost Control*

eRepublic 2016

SPECIFIC CHALLENGES

Both municipalities are faced with new IT challenges brought on by the digital age. The generation, collection, access, protection and storing of information is undergoing major change. With the advancement of mobile devices, the way people work and interact is also changing. The distinction of the classic information systems where data is stored in databases and retrieved via a computer at work is no longer the norm. People with smart devices now conduct work from home, or a remote location while traveling. With the advent of “smart devices” work is being performed on devices provided not only by the employer but, also those brought into work by the employee. These devices are referred to as “bring-your-own device” (BYOD). One of the challenges for the cities is to improve the workplace productivity by embracing the new technologies and providing the proper balance between access and security to its information. Another challenge to the cities is to protect its digital platform and data regardless of where it resides. A city has to have a strong information and communications infrastructure to support the “digital” eco-system. The cities have numerous compliance requirements in many facets of the organizations. For example, the Police Departments of most municipalities are now required to have all personnel, consultants and government officials that may have access to criminal justice information be finger-printed and background checked. Cities now have to take additional steps to protect their digital enterprises and data regardless of where the data resides. As was mentioned before, the mobile worker may have city information on a mobile device that belongs to the City or them personally. It is a challenge to Cities to make sure the information is protected and accessible regardless of how it is being accessed.

CHALLENGES

- ✓ Growing use of Videos & Video Management
- ✓ Data Growth
- ✓ Funding for Wearables
- ✓ Community Policing
- ✓ Devices and Storage
- ✓ Mobility - Not Tethered to the Office
- ✓ Outdated Infrastructure
- ✓ Growing Maintenance and Repair Costs
- ✓ Replacement Costs
- ✓ Real-time Analysis
- ✓ Intelligent Transportation Systems
- ✓ Automated Water Infrastructure
- ✓ Connectivity with Wireless and Wireless Networks

eRepublic 2016

The third challenge for municipalities is to empower the data-driven organization. A lot of high tech or smart devices in movies from the past are now commonplace. We use location trackers to find things anywhere in a city, or a warehouse or anywhere in the world. We communicate via smart wristwatches. Automobiles are now measuring distances and making more decisions for us. Cities are expected to provide more services without employing more personnel, which means they have to integrate their IT portfolios, silos and management and improve their processes. Another example of this is that most municipalities provide online tax information on properties. The demand for online information and services from local governments is only going to increase in the future.

In the future, the public will expect 24/7 access to information and services, such as burning and parking permits, etc. The cities will have public-facing portals to information and applications. The cities will be adding new applications for different departments that will ultimately generate a tremendous amount of data. As an example, both the CoH and the City of Brighton have submitted and were approved for Storm, Asset Management and Wastewater Program (SAW) grants. The grants will provide funds to install new municipal software that will address specific needs of the both City's Public Works Departments. The new systems and GIS applications provide both cities with a platform that help manage, track, and analyze the infrastructure assets. The software used will enable the Public Works Departments to meet the demands for the management of their assets, customer requests and work orders, provide preventive maintenance and address compliance regulations now and in the future. The additional Public Works and GIS-based systems may also have a public facing trouble-ticket system. Where the public can enter a problem or issue and the new applications will route to the appropriate department.

The final objective of any security solution is to improve IT efficiency, while keeping everything secure, reducing costs and ensuring IT is contributing to the health of the organization. Giving front line staff secure access to the right data quickly is fundamental.

<https://www.sophos.com/en-us/solutions/industries/government/us.aspx>

IT OVERVIEW

As mentioned above, the CoH IT Department continues to deliver a quality set of comprehensive services to the users at the CoH and the City of Brighton.

The CoH IT Department strives to deliver complete solutions for all departments through lifecycle management of technology and value-added services. Core services expected by the both municipalities from the IT Department, such as the delivery and installation of desktop computing equipment or providing a secure-network environment, form the foundation for all other applications and systems. By building a solid IT infrastructure and supporting operational duties that accompany it, the IT Department is able to place its emphasis in areas where the greatest value can be added. The IT Department provides this solid delivery of services by contracting with Gracon Services, Inc., (GSI) as its strategic IT partner to provide supplemental managed services for its IT infrastructure. This allows the IT Department to focus on organizational business improvement, workflow automation and enterprise system integration.

CoH currently maintains the IT infrastructure for the wide-area-network (WAN) that is connected to the City of Brighton over a 1 Gb fiber link. The CoH is currently running VMware v.5.5 Essentials Plus Kit on two (2) HPE DL360 G7 file servers that are hosting numerous virtual file servers. These servers provide services for email, file and print, financial accounting, etc. There is also a storage-area-network (SAN) the “houses” the data for both the CoH and Brighton. There currently is not enough “horsepower” to fail-over from one DL360 G7 file server to another in case of a hardware failure.

Server Name	Type	OS	Storage Used	Provisioned	Location	SAN Vol	Used	Memory(GB)	vCPU #	Host
cithovcenter	VM	VmWare	44.46 GB	122.55 GB	SAN	vmfs4		8	2	VMhost2
bsasrv	VM	Win 2008R2	349.5 GB	408.19 GB	SAN	vmfs1		8	2	VMhost2
gwsrv	VM	SLES 11	251 GB	306.00 GB	SAN	vmfs2/gwvol		16	8	VMhost2
datasyncsrv	VM	SLES 11	8.01 GB	39.17 GB	SAN	vmfs2		4	2	VMhost2
cithofs2	VM	SLES 11	71.82 GB	86.17 GB	SAN	vmfs4/vmfs1		6	4	VMhost2
cithodc	VM	Win 2012R2	29.47 GB	88.19 GB	SAN	vmfs3		8	4	VMhost2
cithofs1	VM	SLES 11	879.16 GB	1.39 TB	SAN	vmfs3/cithofs1vol		4	4	VMhost2
cithord	VM	Win 2012R2	76.78 GB	88.19 GB	SAN	vmfs3		8	4	VMhost1
filr	VM	SLES 11	20.10 GB	228.17 GB	SAN	vmfs4		8	4	VMhost1
filrmysql	VM	SLES 11	22.65 GB	228.17 GB	SAN	vmfs4		8	2	VMhost1
retainsrv	VM	Win 2008R2	476.77 GB	532.19 GB	SAN	vmfs4		8	2	VMhost1
filrsearch	VM	SLES 11	17.66 GB	228.17 GB	SAN	vmfs4		8	2	VMhost1
recsrv	VM	Win 2012R2	43.40 GB	196.19 GB	SAN	vmfs1/vmfs3		16	4	VMhost2
cobfs1	VM	Win 2008R2	853.51 GB	941.19 GB	SAN	vmfs2/vmfscobfs-		6	2	VMhost2
cobts	VM	Win 2008R2	25.08 GB	104.20 GB	SAN	vmfs3		4	2	VMhost1

This table represents the total number of virtual servers currently running on the VMware servers within the City of Howell's Data Center. Currently, Howell has a total of eleven (11) exclusively used file servers. The City of Brighton is currently uses two (2) virtual file servers for its use exclusively. There are three (3) additional servers that are used by both municipalities for email and archiving. As was mentioned before both municipalities have been success in getting SAW grants approved. With the advent of the new systems, applications and storage coming "online", the processing and storage capacity have to be expanded and improved. The new recommended configuration for this expansion is replace the existing servers with new and to add a third file server and to nearly double the disk storage capacity. By adding the third file server, there would be "fail-over" capability from one of the file servers to another in case of a hardware failure. In the proposed configuration and in order to accommodate the SAW grant required systems, **both** the cities **will have to add** between 4 and 5 new virtual file servers each. This will require the addition of a third physical file server to the Data Center at Howell. The estimated increase in the capacity at the Data Center will cost in the area of \$15,750 in file server hardware, \$8,000 for disk storage capacity, \$18,500 in software licensing plus installation charges. This additional expense of \$53,095.46 can and should be allocated equally to both cities for their SAW grant implementations.

The CoH has a Sophos Unified Threat Management (UTM) Model 330 Firewall appliance in place to thwart malware and ransomware attacks from external and internal sources. They also deploy a full suite of antivirus and malware protection from Sophos for its computing devices at both the CoH and the City of Brighton.

The CoH is going to re-use the existing tape backup system an LTO-6 tape system to provide tape backups that can be moved offsite for protection of the data stored in the Data Center.

RECOMMENDATIONS

GSI has been working with both of the City's to develop an IT plan based upon the information given to us and what they believe the IT needs and requirements will be. We have conducted interviews with the potential GIS software providers for the new Public Works system. (At the time of this report the City of Brighton had entered into an agreement to install a software system called Lucity. The CoH is still investigating its needs and will be adding a software system to address Asset Management, trouble-ticket reporting, maintenance scheduling, etc. capability in the near future.)

We have reviewed the CoH current IT infrastructure and the recommendations GSI is making are based upon current and future IT needs and best-practice guidelines for this Strategic IT Plan. The recommendations are as follows:

- Replace the existing server and storage equipment within the Data Center, which is approaching five (5) years old.
- Install three (3) new servers with:
 - Intel Xeon E5-26xx v4 processors
 - 192 Gb RAM
 - 8TB of storage with expansion capability
 - 3 Year 24 x7 Warranty onsite
- Update all Microsoft licensing to accommodate new software and application requirements.
- Update all VMware licensing to accommodate high-availability and fail-over capability in the event of a server failure.
- Increase the network speed between the Data Center and the wide-area-network to 10GbE Ethernet where possible.
- Improve business continuity by providing a local and cloud backup copy of both City's data.
- Continue to enhance the wireless capabilities within each municipal building as required. Switches that have PoE capability may need to be added in some locations to support wireless access points. The public expects and should get access to the Internet from all municipal locations.

- Enhance the Internet access fail-over by providing a second standby UTM and possibly a second Internet service provider.
- Conduct periodic training sessions for personnel on best practice security guidelines. Implement a periodic training on acceptable use and “best practice” computer use.

GSI would recommend that the municipalities implement these suggestions in a phased approach.

PHASE ONE: The step of the Phase One will be to implement the new technology in Server & Storage Infrastructure, see TABLE 1. As was mentioned before the municipalities will take advantage of the new processing power and storage capacity of the new equipment. Both municipalities can proceed with the installation of new public works systems and other applications. The second step of Phase One is to install new network infrastructure technology, see TABLE 2. The upgrade to the network will require that the IT Department contact Livingston County IT and investigate a timeline for updating their portion of the network “link” to 10GbE. Once that is accomplished, the link between Brighton and Howell will be optimized. Both municipalities will benefit from an improvement in the speed between the facilities over the network. Review the wireless access for employees and the public and make the necessary improvements.

We also recommend that both municipalities review and update their acceptable use policies for their employees. The cities need to develop a security platform that includes mobile device management. This should address the use of BYOD and personal devices that employees may use during their employment. Both cities should also review their security policies as it pertains to the public access to information.

PHASE TWO: The next phase would be in the area of developing a true business continuity plan. An off-site storage device that can act as a backup repository to the critical data within the CoH Data Center should be installed at the City of Brighton’s Administration Building. A business continuity plan should be developed on how best to recover data, should there be a sustained failure in the CoH Data Center.

PHASE THREE: The final phase for the IT improvements would be to add a secure cloud backup solution for both municipalities. This service should be used for off-site storage and archiving functions. The service should provide a secure “channel” link between the cloud storage location and the two municipalities. Policies should be developed to protect the municipal data whether the information resides on the City of Howell’s Data Center or on a mobile device used by personnel. This would include personal and municipally owned computing devices.

COSTS

TABLE 1: Server & Storage Infrastructure

Description	Item Type	Costs
(3) HPE DL360 Gen9 E5-2690V4, 224 Gb RAM, SAS CNTLR Servers , MSA2040 SAS Dual Controller, 20 TB RAW 12G SAS HDD Storage 1Gb Ethernet ports, HP 3Yr ProActive 24x7 Care.	Server/Storage	\$76,660.00
(4) SQL Standard Server License with SA 2 Core License Government.	Software	\$36,500.00
Freight	Freight	\$1,000.00
	Installation	\$11,500.00
TOTAL		\$125,660.00
NOTES: The cost for the VMware and Microsoft Server licensing have been budgeted allocated in the annual IT budget.		

TABLE 2: Network Upgrade

Description	Item Type	Costs
(1) HPE 5406R ZL2 Switch with 10GbE modules, Aruba 2930F 24Gb PoE+ Switches, 10GbE Links to Data Center Servers.	Server/Storage	\$52,000.00
Freight	Freight	\$750.00
	Installation	\$2,000.00
TOTAL		\$52,750.00
NOTES: The above pricing would be allocated to the City of Howell.		