



City of Sikeston

TENTATIVE AGENDA

SPECIAL CITY COUNCIL MEETING
SIKESTON CITY HALL

Monday, December 30, 2013
5:00 P.M.

- I. CALL TO ORDER
- II. RECORD OF ATTENDANCE
- III. OPENING PRAYER
- IV. ITEMS OF BUSINESS
 - A. Award Bid: Purchase of Software Upgrade – Exchange Server Operating System
 - B. Interim Appointment to Traffic Committee
 - C. Briefing: Purchase of Public Works Tractor
 - D. Other Items As May Be Determined During the Course of the Meeting
- V. CITY MANAGER'S REPORT
- VI. ADJOURNMENT INTO EXECUTIVE SESSION

Property (RSMo 6.10.021(2))

VII. ADJOURNMENT

Dated this 18th day of December 2013


Carroll Couch, City Clerk

The City of Sikeston complies with ADA guidelines. Notify Linda Lowes at 471-2512 (TDD Available) to notify the City of any reasonable accommodation needed to participate in the City Council's Meeting.



Council Letter

Date of Meeting: 13-12-30

Originating Department: Department of Governmental Services

To the Mayor and City Council:

Subject: Briefing/Award Bid #14-15, Microsoft Exchange Migration Project

Attachment(s):

1. Proposal from Technology and Networking, Inc. of Cape Girardeau, MO

Action Options:

1. Award of Bid #14-15, Microsoft Exchange Migration Project
2. Other action Council may deem appropriate

Background:

For FY-14 staff made a budget request of \$50,000 for the upgrade/migration of Microsoft Exchange email server. A RFP was issued via local newspaper, on-line, and bid packets were sent to multiple vendors. Only 1 proposal was received from Technology and Networking, Inc. of Cape Girardeau, MO.

The City's last email server software upgrade was made 7-8 years ago, and will reach "end of support" in April, 2014. Two years ago, staff converted nearly all physical servers to a virtual environment, thereby removing hardware limitations, and extending the life of our email functionality.

This project involves some significant changes and/or updates to our server infrastructure and brings this system to a current level of "best practices" as prescribed by Microsoft.

Staff is requesting award of this project (software and technical assistance) to Technology and Networking, Inc. at a cost of \$33,837.



2751 Thomas Drive Cape Girardeau, MO 63701
1-800-455-2721

City of Sikeston

Exchange Server Migration

December 12, 2013

Proposal Prepared by: Jeff Hay

Proposal Expires
1/11/2014

SCOPE OF WORK

The following scope of work and process has been designed for your project.

> Project Management

Internal Team Meetings (Documentation Preparation, Meetings, Postmeeting Recaps, etc.)

Client Meetings (Documentation Preparation, Meetings, Postmeeting Recaps, etc.)

Project Preparation and Oversight (Scheduling phases, assigning resources, ongoing communication with internal resources, ongoing communication with client, product orders and delivery, change orders when applicable, internal tracking/charting of progress)

Post Project Closeout (Notify client that the project is completed, that we are ready to close the project, and review any Out of Scope and Change Order tickets)

> Microsoft Exchange Server Migration

Create new Windows 2008 R2 virtual server from template, apply latest Microsoft service packs, updates, & patches. Configure network settings, join new virtual servers to existing domain. Research & review that organization meets all pre-requirements before running Exchange Pre-Deployment Analyzer (OS, Hardware, Software, Clients & other elements)

Run Exchange Pre-Deployment Analyzer

Review Directory Server requirements (Schema Master, Global Catalog Server, Active Directory Forest, Domain Controller). Remediate all server requirements prior to beginning installation. (Active Directory Forest will need to be raised to 2003 or higher)

Run Exchange installation procedures: Install client access server role, Add digital certificates to the new and existing MS Exchange servers, Enable Exchange 2010 Outlook Anywhere, Configure OAB and Web Services virtual directories, Configure settings on virtual directories, Install Hub Transport Server Role, Configure Exchange Active Sync authentication, Configure Legacy host name, Install Mailbox Server Role, Change OAB generation server, Create Send connectors, Delete Exchange SMTP connector. Complete any EAS & SMTP changes required on ASA Firewall

Move mailboxes to Exchange 2010

Move Public Folder data to Exchange 2010

Remove any firewall rules related to old Microsoft Exchange 2003 server

Complete all Post-Installation procedures, including removing current Exchange server roles

> Documentation

Update Internal Documentation

Complete quality assurance tasks

PRODUCT(S) LIST

The following product(s) will be used for this project.

1	Microsoft Corporation OLP SNGL 2012R2 LANG WIN SVR STD	\$929.00
1	Microsoft Exchange Server 2013 Standard - Server License	\$753.00
225	Microsoft Exchange Server 2013 Standard - License - 1 User CAL	\$18,675.00

Product Subtotal **\$20,357.00**

ASSUMPTIONS

The following is a list of assumptions that Technology And Networking/ASC has made in creating this proposal:

All current equipment is functioning correctly with latest supported updates already applied.

Any 3rd party software is available upon request and any required support is pre-approved by client.

Antivirus software is installed and configured to be centrally managed

There are no mobile devices (i.e. mobile phones) synchronizing e-mail with any mail server that may be moved during this project. If this is not the case, please notify your Account Manager.

Temporary credentials, when required, with Administrative Level Access to affected systems will be provided by client

EXCLUSIONS and OTHER NOTES

The following is a list of exclusions and other notes that Technology And Networking/ASC has made in creating this proposal

Does not include after hours work.

Does not include any setup, configuration, installation or troubleshooting beyond what is explicitly noted above.

Does not include ISP or Telco problems

Does not include issues related to software bugs

Does not include issues related to existing hardware problems

Does not include password recovery if passwords unavailable

Does not include configuration changes to mobile devices

One contact will be assigned from client to address issues and approve any change orders, if necessary

Drive time may vary depending on multiple factors

Investment Summary

Total of Product(s) \$20,357.00

Total of Labor \$13,480.00

Total of Project \$33,837.00

Total of hardware and software due at signing. Remainder invoiced monthly or upon completion of project.

Additional Notes

Individual(s) authorized to make change orders:

By signing below, you accept the terms of this proposal. Some portions of this proposal may require a separate contract.

Signature _____

By _____

Title _____



**Technology and
Networking, Inc.**

2751 Thomas Drive Cape Girardeau, MO 63701
1-800-455-2721

Change Order

Client
Name City of Sikeston

Project Exchange Server Migration

Details of
Change

Technician _____

I the undersigned hereby approve the additional work required herein to be performed by
Technology and Networking and invoiced to our above named Client Account.

Signature _____

By _____

Title _____

Date _____

Council Letter

Council Letter: 13-12-30

Originating Department: Department of Governmental Services

Subject: Interim Appointment to Traffic Committee

To the Mayor and City Council:

Attachments:

None

Action Options:

1. Make interim appointment to Traffic Committee for a term ending in September 2015.
2. Other action as may be deemed appropriate

Background:

Traffic Committee member Greg Walker has relocated to Oran. Staff is asking Council to make an interim appointment to fill the remainder of Mr. Walker's term. It will become effective upon the completion of the appointee's oath of office and expire in September 2015. Information about the Traffic Committee is provided below:

Purpose: This committee meets on an as-needed basis to make recommendations to Council regarding traffic-control and parking regulation legislation.

Term: 3-years

Appointees:

Full members: Jim Burden, Lois McRill, Mike Ziegenhorn, and Anna Warf
Alternate Members: David Carnell, Paul Cohen, and Emory McCauley, Jr.

Resource Bank Applicant:

Deborah Sherrard, 937B Cambridge

Council Letter

Date of Meeting: 13-12-30

Originating Department: Public Works Department

To the Mayor and City Council:

Subject: Briefing, Purchase of Street Division Tractor

Attachment(s):

1. None

Action Options:

1. Briefing Only
2. Other Action Council May Deem Necessary

Background:

During the last Council meeting, the Public Works Department discussed the repair needs and maintenance history of one of our primary tractors. The Council gave direction to look into replacing the tractor rather than continuing to repair it. It was the request of the Council for Public Works to research the type of tractors available and determine the proper make and model that is best suited for the work of the Public Works Department. After some research and discussions with local vendors, Public Works has determined that a John Deere 5085 M or its equivalent would be the proper piece of equipment to best accomplish the needs of the city.

We have determined that an 85 hp tractor is the ideal size. We have learned that some manufacturers have different levels of quality. For instance, John Deere has a 5085 D, E and M model. The M model, which we are recommending, has the heavy duty frame, wheels, and hydraulic system, and would be able to pull up to a 15 ft batwing mower, which we would like to consider for purchase in the future to be more efficient with our mowing efforts. This is also the model that MoDOT uses. We have a rough estimate from a local dealer for a price of \$52,000.

Unless council has objections, staff will move forward with soliciting for bids for this tractor or its equivalent.

Memorandum

To: Mayor & City Council Members
From: J.D. Douglass, City Manager
Date: 12/19/2013
Re: City Manager's Report for 12/30/13 Council Meeting

Introduction to the City Manager's Report

It is my intention to replace the Operations Report that has formerly been included on Council meeting agendas with this City Manager's Report. The Operations Report will still be included as a sub-item on the City Manager's Report. Items placed on the City Manager's Report do not need immediate action by the Council; rather, they are presented here for informational and planning purposes. While Council action is not requested, Council input on these items is certainly always welcome.

FY2013 Audit Received

The city has received our audited financial statements for the fiscal year ending June 30, 2013. The auditor found no significant deficiencies or instances of non-compliance, and has issued an unqualified opinion on our financial statements. If the Council desires, the auditor can present their work at a future meeting, but in any case, the audit will be given to the Council to be formally received.

Council Goal Setting Session

The City Manager would like to schedule a goal setting session with the Council, to be held sometime early in the new year. Ideally, the discussions had during the goal setting session will inform staff's FY2015 budget preparations, which begin in March 2013. With the Council's consent, staff will begin researching options for a facilitator and site. More concrete plans, including possible dates for the session, will be presented to the Council for approval at a future date.

Snow/Ice Removal Report

Sikeston recently experienced one of the most significant winter weather events in the last several years. At the 12/30/13 Council meeting, Public Works Director Jay Lancaster will present a report on our response to the weather.

Operations Report

The Operations Report for the period November 18-December 13, 2013 is attached to this report.