AGENDA ITEM SUMMARY SHEET
VILLAGE COUNCIL MEETING
July 7, 2021

Agenda Item:

Cloud Server Transition

Description:

Summary: This will move all software and data storage related to Public Works, Finance, Clerk and general administration to the cloud over the next 6-9 months. The remainder of Village software and data storage, related to community development (building, planning, zoning, and code compliance), will be transitioned to the cloud over the next 12-18 months, as part of the community development software transition project.

All files will be stored in a combination of Microsoft and Amazon cloud servers, via several "front-end" software solutions. These include Laserfiche (for public records), ESRI (for mapping software), and Microsoft Office (used by everyone). These different software programs allow Village employees to do their jobs more efficiently, improve customer service, and provide the security of cloud backups to Microsoft and Amazon.

Presently, the Village hosts our data and operations on a local server. We have explored a transition to "the cloud", in order to address the following goals:

- Improve our Village government's cybersecurity, to protect our data and operations
- Maximize our workforce's efficiency and mobility
- Minimize our daily upkeep and infrastructure-based liability and risk

The provided letters of engagement provide a means of executing the transition outlined in the June 2nd, 2021 Village Council workshop session, as well as the annual upkeep. The purpose for each letter of engagement is outlined below.

- Liftoff: Office 365 implementation and annual recurring licensing costs
- AvePoint: Office 365/SharePoint backup annual recurring licensing costs
- MCCI: Laserfiche implementation and annual recurring licensing costs

Additionally, the Village will require the services of Calvin, Giordano and Associates (our current IT provider), on an hourly basis, to assist with this implementation. The Village will also use an existing vendor (CDW/SHI/Softchoice) to purchase Microsoft remote desktop client access licenses (CALs) (a one-time cost). We do not expect these upfront, one-time costs to exceed $15,000 and $600, respectively.

Cumulative upfront and recurring cost estimates are provided in the "financial impact" section.

Action Requested:

Authority for the Village Manager to execute the attached three letters of engagement, or similarly priced alternatives, and other invoices related to these services.

Financial Impact:

Upfront costs are expected to be $32,210.00, funded via the "Miscellaneous Contractual Services" account (fund # 001-800-513-5133450). A contingency is requested at $3,221.00.

Annual costs are expected to be $34,519.62, as compared to the estimated current annual cost of $37,232.27 (incurred costs plus estimated annual capital depreciation costs). These new annual expenditures will replace the existing annual expenditures.

Attachments:

1. Cloud Server Transition Presentation (from the June 2nd, 2021 Village Council workshop session)
2. Liftoff Letter of Engagement
3. AvePoint Letter of Engagement
4. MCCI Letter of Engagement