

Information Services Policy Committee

Thursday, November 9, 2017, 1:30 PM

Room 214, City County Building

Meeting Agenda

- Open Meetings Act information

- Public comment

- Approval of October 12, 2017 minutes

- Information Services fund balance status

- Administration topics
 - CJIS discussion
 - HR/Payroll
 - Cost Allocation

- Systems Development status reports

- Network and Infrastructure status reports

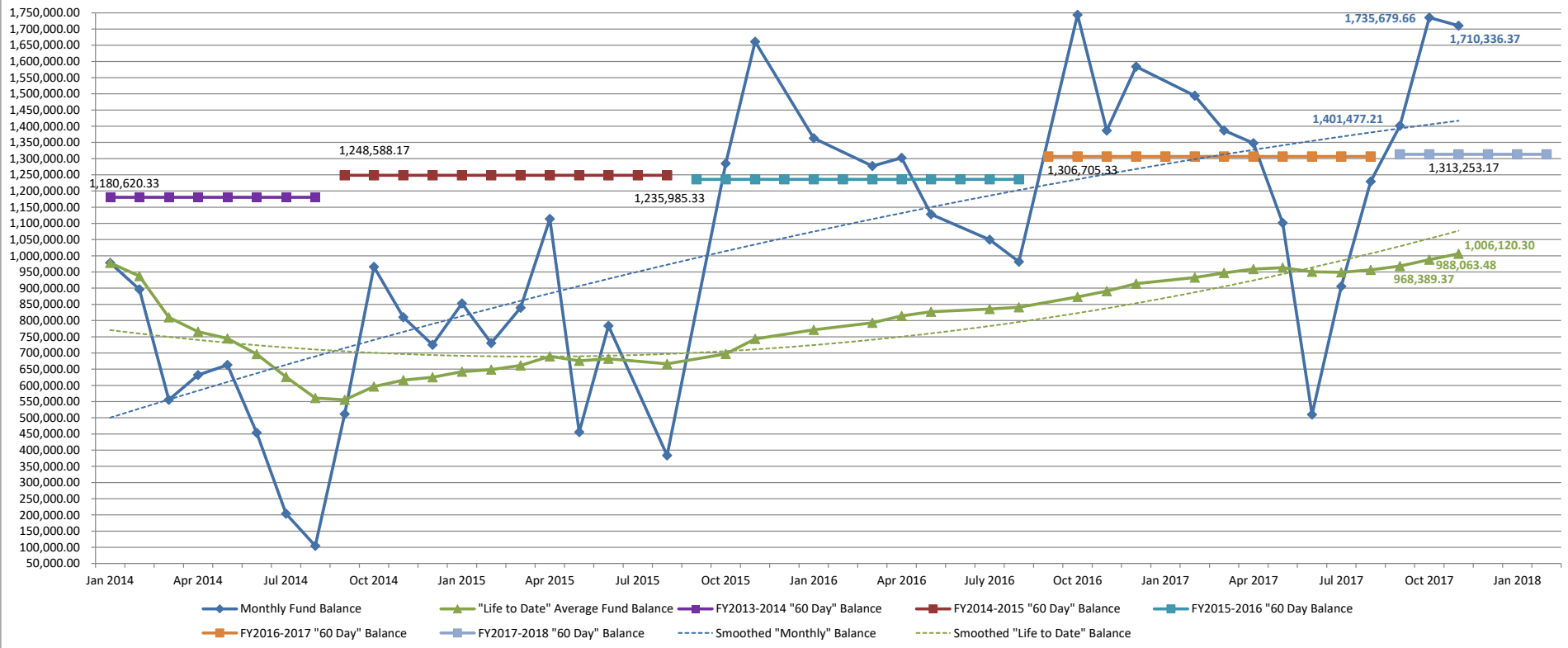
- GIS status reports

- Adjourn

ACCOMMODATION NOTICE

The City of Lincoln complies with Title VI of the Civil Rights Act of 1964 and Section 504 of the Rehabilitation Act of 1973 guidelines. Ensuring the public's access to and participating in public meetings is a priority for the City of Lincoln. In the event you are in need of a reasonable accommodation in order to attend or participate in a public meeting conducted by the City of Lincoln, please contact the Director of Equity and Diversity, Lincoln Commission on Human Rights, at (402) 441-7624 as soon as possible before the scheduled meeting date in order to make your request.

Information Services Fund Balance - January, 2014 to Present



ISPC Project Charter

Project Title: HR/Payroll System Modernization Project

Project Owner: Brandon Kauffman

Project Start Date: 08/01/2017

Projected Finish Date: 07/31/2019

Budget Information: Current budgeted amounts are \$300,000 by the county and \$390,000 by the city. Should additional funds be needed, they will be budgeted after vendor selection when project cost is more fully known.

Project Manager: Jim Anderson

Project Objectives: The objective of this project is a modernization of the current mainframe-based Tesseract HR/Payroll system. This includes the evaluation, selection, and implementation of a HR/Payroll system from a group of agreed-upon vendors. The current vendor list includes Kronos, Oracle (JDE), and Workday. There are contracts currently in place with these vendors that will reduce the time required for evaluation and selection. An evaluation team will be formed to assess the software based on agreed upon functionality, with an emphasis on priority criteria such as retroactive-pay functionality and alternative methods for employee time entry. Hosting options for the new system include cloud-based (SaaS) and on-premise with a determination being made during the selection process.

Approach:

- Determine evaluation and selection criteria.
 - Establish process to review the functionality and capabilities provided by each of the Payroll/HR vendors (one/two day demos, multiple demos over a period of time, etc.).
 - Steering committee selects vendor that best meets required functionality based on recommendation from evaluation team.
 - Negotiate agreement with selected vendor.
 - Define and approve required changes to existing business processes.
 - Implement new system.
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Roles and Responsibilities:

Name	Role	Position
ISPC	Project Oversight	
Brandon Kauffman	Project Owner/Steering Committee	Finance Director
Doug McDaniel	Steering Committee	Human Resources Director
Dennis Meyer	Steering Committee	Budget and Fiscal Officer
Steve Henderson	Steering Committee	Chief Information Officer
Dan Nolte	Steering Committee	County Clerk
Tim Genuchi	Steering Committee/Evaluation Team	Accounting Operations Manager
Madalyn Popken	Evaluation Team	Payroll Administrator
Karen Eurich	Evaluation Team	HR Operations Specialist
Kathy Cook	Evaluation Team	Info & Fiscal Services Manager
Amber Null	Evaluation Team	Account Clerk II
John Vik	Evaluation Team	Deputy Sheriff-Captain
Tami Villar	Evaluation Team	Administrative Aide I
Michele Selvage	Evaluation Team	Administrative Officer
Jeri Roeder	Evaluation Team	Police Captain
Nate Atkins	Evaluation Team	System Programmer
Elisha Havick	Evaluation Team	Administrative Aide II
Christina Kling	Evaluation Team	Account Clerk II
Cyndy Roth	Evaluation Team	PWU Business Manager
Kim Kabourek	Evaluation Team	Account Clerk III
Pat Borer	Evaluation Team	Assistant Fire Chief
Michelle Maly	Evaluation Team	Payroll Specialist
Peggy Tharnish	Evaluation Team	City Controller
Joyce Davidson	Implementation Team	Project Supervisor

Dale Wenzl	Evaluation/Implementation Team	Systems Analyst/Programmer II
Craig Gifford	Infrastructure Team	Technical Support Coordinator

Risks:

- Difficulty allocating staff time to project because of daily work requirements.
 - Required functionality not clearly communicated to vendors or clearly understood by vendors.
 - Inability of vendors to demonstrate required functionality during evaluation process.
 - Potential significant changes to business processes.
 - Establishing approval process for changes to business processes.
 - Identification of decision-makers during the project implementation phase.
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Comments: This charter may need to be revised after vendor selection when additional, more detailed project information is known.

INTER-OFFICE MEMO

TO: Information Services Policy Committee
FROM: Jim Anderson, Systems Coordinator, Information Services
DATE: November 9th, 2017
SUBJECT: Monthly Report

SYSTEMS DEVELOPMENT PROJECTS

1. Information Security

Hours included in Systems Development cost allocation.

2. Criminal Justice Information System (CJIS)

Meeting with LSO, LPD, and County Corrections on 11/7.

3. Accela Automation

Civic Platform version 9.1.3 go-live rescheduled.

4. Payroll

LMCEA retro pay.
IAFF retro pay.

5. Development Projects

General Assistance: Coding complete. Testing by GA staff with a tentative go-live of November 15th.

INTER-OFFICE MEMO

TO: Information Services Policy Committee
FROM: Craig Gifford, Technical Support/Operations Coordinator, Information Services
DATE: November 9, 2017
SUBJECT: Monthly Report

ENTERPRISE SERVICES PROJECTS

New MFP Devices

Purchasing has awarded a new contract to Midwest Office Automation
Old Konica copier/fax/scan/print devices will be replaced with Ricoh
I/S will be working with Midwest to change out the 270+ networked devices

Microsoft - Azure Storage

Police Watchguard Video - Body Cam video archive storage
Working with Microsoft to develop an R&D deployment to evaluate cloud storage.

Microsoft Office 365

New Tenant "LinLanc.OnMicrosoft.Com" is fully functional for Office installs

Hybrid Exchange email environment is established

Information Services has moved its mailboxes to Exchange Online Cloud.
Testing is being performed and issues being resolved to prepare for moving
all email mailboxes to Microsoft Cloud Government Edition.

Network Services

Fiber requirements for EoC move to Youth Services location

Switch Stacks in Hall of Justice and City/County Building will be upgraded.

MEMORANDUM

To: I.S.P.C. Chair
From: Jeff McReynolds, GIS Program Manager
Date: November 9, 2017
Subject: GIS Report to I.S.P.C

Ongoing GIS Efforts

- Enterprise System Architecture
 - 5 primary applications initial effort
 - GIS Viewer db = 100% svcs = 100% app = 80%
 - Development Viewer db = 100% svcs = 100% app = 80%
 - Accela Web Services db = 100% svcs = 100% app = 100%
 - PW One Call db = 100% svcs = 100% app = 80%
 - PW Clip-Zip-Ship db = 100% svcs = 100% app = 0%
 - Imagery Tile Pack = 100% Load to Cloud (AGOL) = 100%
- Enterprise GIS Database Consolidation - Local Government Information Model (LGIM)
 - Consolidate 13 databases into 1 'standardized' model
- Imagery
 - MAPA RFP closed 10/30/17. Pictometry was chosen. Working on either amending our earlier Interlocal with MAPA, or creating a new one for 6-yr, 3-flights.
- USGS LiDAR project
 - Beginning payments
 - Expected final delivery – December, 2017
- CAD Standards for Plat submission
 - Met with representatives from the development community to discuss submitting files in CAD format as opposed to PDF documents. Initial discussions with them were that they were fine with submitting Final Plat documents, but had some reservations about others. We will be moving forward with making this official with a subdivision plat ordinance change to go before Planning Commission & City Council, and continue to collaborate with them on other outstanding issues.
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