City of Cle Elum
Special City Council Meeting – September 03, 2020

Call to Order – Roll Call of Membership

The Special Meeting of the City Council was held "virtually", in compliance with the Covid-19 Social Distancing Mandate issued by Governor Jay Inslee. The meeting was called to order by Mayor McGowan at 4:04 pm. The Pledge of Allegiance was recited. The Roll was called. Members present were Matthew Lundh, Ruston Weaver, Steven Harper, Mickey Holz, Beth Williams and Ken Ratliff. John Glondo was absent. Other members present were City Administrator Robert Omans, City Treasurer Robin Newcomb, John Storch and City Clerk Kathi Swanson. *A motion was made by Steven Harper and seconded by Beth Williams to excuse the absence of John Glondo. The motion carried unanimously.*

Approval of Meeting Agenda

A motion was made by Steven Harper and seconded by Matthew Lundh to approve the meeting agenda as presented. The motion carried unanimously.

New Business

a.   Approve City Server Replacement Project - IT Committee: John Storch, Matthew Lundh, Steven Harper and Robert Omans.   John Storch provided a Power Point Presentation describing the process used by the IT Committee to determine how to improve the City server, and provided recommendations for the replacement. The current server, and many of the offices' computers, are "end of life" and replacement parts and service is no longer available.   The IT Committee has determined the need to engage professional services to facilitate and implement server replacement, server/network environment improvement, switch the current domain from cityofcleelum.com to CleElum.gov, provide unified authentication, transition Cloud services to "Microsoft 365", provide workstation server connectivity and standardization, migrate all departments to unified services and server, and improve redundancy and continuity of services in infrastructure and data. The expense will be approximately $35,200; the Administrator and Treasurer have determined the money will come from the Technology Fund Balance ($10,300), the IT Equipment Budget for 2020 ($15,000), as well as allocations from 7 different departments in the General Fund. C.A.R.E.S. Act Funding may also be available, but has not been determined at this point.   Sealed bids were solicited; 2 responses were received. The IT Committee recommends the Council accept the MethodWorks Consulting proposal for services, authorize the City Administrator to issue a contract, and authorize the Mayor to sign the agreement; and to approve the expenditure for professional services and equipment and direct the Budget Committee to make any necessary budget amendments.

Discussion by Council:

Ken Ratliff asked to hear statements from Steven Harper and Matthew Lundh. Steven Harper reported this is the final recommendation of the Committee, and added the higher bid was accepted because they felt the company would provide the services promised and continue a partnership, if needed, and recommended moving forward and accepting the proposal. Matthew Lundh added the committee felt there is an urgency to move forward

with this project to avoid potential issues in the future. In light of Covid, this will enable council and staff to operate efficiently.

Mayor: How is the backup addressed? Steven Harper reported there are 2 servers that include the backup capability.

Mickey Holz asked how and where the backup is stored. Steven Harper responded backups are stored in multiple locations, including the Fire Department. .

Mayor McGowan asked about Ransomware. Steven Harper reported the City would contact Microsoft to release any hold Ransomware may have.

Mickey Holz asked what the lifespan of the new service would be. Steven Harper reported the lifespan is longer than the server will be needed, as future technology will most likely allow housing in the cloud (Microsoft) within 5 years.

Beth Williams asked what the time frame will be to replace. Steven Harper reported the processes will begin within the next few months. The process will work on a rolling update cycle to replace and/or rotate every 3 to 5 years. The committee is continuing to address this question.

A motion was made by Steven Harper and seconded by Mickey Holz to accept the concepts and findings as presented by Mr. Storch on behalf of the IT Committee, that the city accept MethodWorks Consulting proposal for services, to authorize the City Administrator to issue a contract, to authorize the mayor to sign the agreement; to approve the expenditures for professional services and equipment and to direct the budget committee to make any necessary budget changes. The motion carried unanimously. Steven Harper noted there would most likely not be much of a budget amendment at this time.

Committee Report

IT Committee report: Steven Harper reported I-Pads have been ordered and should be deployed within the next several weeks; all council members will be supplied with an I-Pad for paperless council packets.

Adjournment by Motion:

A motion to adjourn was made by Steven Harper and seconded by Beth Williams. The meeting adjourned at 4:37. The next regular scheduled meeting is Monday September 14, 2020 at 6:00 p.m. and will be held virtually, with access by telephone and/or computer for council members and by telephone only for citizens.

Mayor

Attest

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