



## The Corporation of the Town of Tecumseh

Information & Communication Services

**To:** Mayor and Members of Council

**From:** Shaun Fuerth, Director Information & Communication Services

**Date to Council:** March 23, 2021

**Report Number:** ICS-2021-01

**Subject:** 2021-2025 ICS Capital Works Plan

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### Recommendations

It is recommended:

**That** the 2021 expenditure of \$195,000 from the Information & Communication Services (ICS) Lifecycle reserve **be authorized** as per items outlined in Attachment 1.

### Background

Council has approved the 2021 Operating and Lifecycle budgets. Council approval is required for purchase of the items noted below in accordance with the Town's purchasing policy.

### Comments

#### Information & Communication Services Capital Forecast 2021-2025

##### Section 1 – Regular Ongoing Program Expenditures

###### PC Replacements

- The Town has approximately 120 laptops, tablets and desktop computers. As this equipment becomes outdated it is replaced every 4-5 years. Replacement requires an annual allocation of \$20,000 - \$30,000 dependent on the number of units required in any one year. Our five-year forecast anticipates approximately \$20,000 annually for the next 5 years.

## Network Upgrades

- The Town's private computer network consists of fibre optic links, wi-fi hot spots, a communication hub, wireless equipment and network switches with a value of approximately \$100,000.
- Annual maintenance to the system includes replacing network switches, cabling, edge and wireless equipment, which can total up to \$10,000 on an annual basis. In addition, special projects will occur from time to time to enhance and/or grow the system. Special projects proposed for the next five years include:
  - **2021-2025** Core and remote network switching hardware replacement, improved connections to remote locations, and upgrades to wireless/cabling.

## Video Surveillance

- A majority of our facilities have some form of video surveillance with a useful life of approximately 7-10 years. Total estimated value of the equipment is \$65,000. We continue to investigate replacement solutions as equipment ages and as new technology emerges.
- Incidents captured on these devices have been used as evidence in several court cases with successful convictions. There have also been other incidents reviewed through these systems.
- We estimate an annual allowance of \$6,000 is required based on the existing equipment that was purchased over a number of years. An allocation of \$6,000 is proposed annually for 2021-2025.

## A/V Systems

- Audio/Video (A/V) Systems include the various audio video systems (projectors, sound systems, cameras etc.) including Council chambers and meeting rooms at the Town Hall, both Fire Halls, Lacasse Public Works Building, Parks Building and the Arena. The useful life of audio video systems (projectors, sound systems etc.) is 8-10 years. We have included a general allowance of \$5,000 per year for the next 5 years that allows for roughly one meeting room upgrade per year.

## Miscellaneous Software

- Software licences are required for new services, applications, and/or staff. An annual general allowance of \$3,000 has been forecasted for 2021-2025.

## Street Photography

- Street photos are obtained on a subscription service with iLookabout, a London based company. These photos are integrated with the Town's Geographic Information System (GIS) and updated every two years covering all areas of the Town. An update of these

photos last took place in the spring of 2019 and new photography will take place in 2021 to coincide with new aerial imagery provided by the County of Essex.

- A \$10,000 cost is projected for 2021, 2023 and 2025.

#### Corporate Website

- As technology, features, accessibility requirements and branding changes, the Town's website requires maintenance approximately every 5 years. Occasional maintenance, upgrades and new modules continue to be investigated for improvements to the site. The estimated cost for each upgrade is \$25,000 every 5 years.

## Section 2 – Periodic Program Expenditures

### 2021

Virtual Server Upgrades \$85,000

- Virtual servers utilize technology that allows for fewer physical servers and in turn provides more flexibility for backup and redundancy in addition to 'greening' the server room. This also allows the Town to continue to reduce its carbon footprint.
- As the municipality grows so does the need for increased data storage that is both online and archived off site. Improvements will continue in 2021-2025 within the scope of business continuity and disaster recovery plans. A major upgrade is planned for 2021 at an estimated cost of \$80,000.

Fire Department Software \$25,000

- The replacement for this software solution will be reviewed in 2021.

### 2022-2025

Financial Software \$200,000

- The Town's financial software package includes support for municipal taxation, accounts payable, accounts receivable, payroll, human resources, general receipting and building permits. This system was last replaced in 2010 and will be reviewed in 2021.

Data Backup Solution \$15,000

- The Town's data backup solution has an estimated useful life of 5 years. The replacement for this software solution will be reviewed in 2022.

Email Server \$15,000

- The replacement for the corporate email server will be reviewed in 2022.

GPS Data Collector Unit \$6,000

- GPS (Global Positioning System) Data Units are required for data collection in the field and are due for replacement in 2022.

Microsoft Office \$30,000

- The Microsoft Office suite of applications is replaced every 5-6 years for all users and will be due for upgrade in 2022.

## Consultations

Financial Services

## Financial Implications

Net funds required are typically funded from the ICS Lifecycle Reserve as outlined in Attachment 1. Annual funding levels for the ICS Lifecycle Workplan were increased from \$148,000 to \$173,000 during the 2021 Budget process. As technology use continues to grow across the organization, this increase assists in keeping systems and infrastructure current, improving efficiency and minimizing disruption in service.

## Link to Strategic Priorities

Applicable	2019-22 Strategic Priorities
<input type="checkbox"/>	Make the Town of Tecumseh an even better place to live, work and invest through a shared vision for our residents and newcomers.
<input type="checkbox"/>	Ensure that Tecumseh's current and future growth is built upon the principles of sustainability and strategic decision-making.
<input type="checkbox"/>	Integrate the principles of health and wellness into all of Tecumseh's plans and priorities.
<input checked="" type="checkbox"/>	Steward the Town's "continuous improvement" approach to municipal service delivery to residents and businesses.
<input checked="" type="checkbox"/>	Demonstrate the Town's leadership role in the community by promoting good governance and community engagement, by bringing together organizations serving the Town and the region to pursue common goals.

## Communications

Not applicable ☒

Website ☐

Social Media ☐

News Release ☐

Local Newspaper ☐

This report has been reviewed by Senior Administration as indicated below and recommended for submission by the Chief Administrative Officer.

Prepared by:

Shaun Fuerth, BCS  
Director Information & Communication Services

Reviewed by:

Tom Kitsos, CPA, CMA, BComm  
Director Financial Services & Chief Financial Officer

Recommended by:

Margaret Misek-Evans, MCIP, RPP  
Chief Administrative Officer

<b>Attachment Number</b>	<b>Attachment Name</b>
1	ICS 2021-2025 Capital Works Plan