



Special/Study Session Meeting
6:00 p.m., Monday, September 16, 2019
Conference Room
23600 Liberty Street
Farmington, MI 48335

STUDY SESSION AGENDA

- 1. Roll Call**
- 2. Approval of Agenda**
- 3. Public Comment**
- 4. Governor Warner Mansion Update – Mary-Jeanne Shore**
- 5. Discuss Migration from GroupWise to Microsoft 360**
- 6. Other Business**
- 7. Council Comment**
- 8. Adjournment**

Farmington City Council Staff Report	Council Meeting Date: 9-16-19	Item Number 5
Submitted by: City Manager		
Agenda Topic: Migration from Micro Focus Group Wise to Microsoft Office		
Proposed Motion: Approve the early migration from Micro Focus Group Wise to Microsoft Office 365 in order to save money by joining Farmington Hills and taking advantage of the economy of scale for subscription purchases and implementation costs and amend the 2019/20 fiscal year budget as provided in budget amendment #2.		
Background: The City of Farmington Hills, 47 th District Court and the City of Farmington were planning to migrate from Micro Focus GroupWise for email & multiple open license Microsoft Office products to subscription based Office 365 next fiscal year. In this model, the City will no longer have \$40,000 in one-time purchases of licenses; instead the City will pay a yearly subscription fee which may include Outlook, Word, Excel, PowerPoint, OneNote, Publisher, Access as well as Exchange, OneDrive, SharePoint and Skype for Business.		
<p>Several changes to infrastructure and software requirements, as well as increased security needs necessitates migration this fiscal year. The migration is a very complex process and the City of Farmington Hills is working with Plante Moran to gather data, inventory all office platforms and prepare a request for proposals for an Office 365 implementation consultant and software migration tool. The firm the Cities will hire will ensure successful migration across multiple platforms.</p>		
<p>The City of Farmington Hills is requesting that the City of Farmington move their migration date earlier as well. Migrating at the same time will allow both Cities to take advantage of the economy of scale for subscription purchases and implementation costs. In addition it allows better allocation of IT staff & other resources.</p>		
<u>Estimate of costs if Farmington moves forward at the same time as Farmington Hills:</u>		
<ul style="list-style-type: none"> • Planning & Discovery, RFP preparation & award & implementation management- \$15,000 Farmington Hills, \$0-Farmington. • Implementation Services & Tools-(estimated at \$150 per user)- Farmington Hills (600 users including 47th DC) \$90,000 & Farmington (69 users) \$10,350 • Licenses-(estimated \$245 each per year including Spam filtering-(600 users including 47th DC) \$147,000 & Farmington (69 users) \$16,905 • TOTAL = \$27,255 		
<u>Estimate of costs if Farmington waits to move forward</u>		
<ul style="list-style-type: none"> • Planning & Discovery, RFP preparation & award & implementation management-\$5,000-Farmington. • Implementation Services & Tools-(estimated at \$180 per user)- Farmington (69 users) \$12,2400 • Licenses-(estimated \$280 each per year including Spam filtering-Farmington (69 users) \$19,320 • TOTAL = \$36,560 		
<p>While early migration will require amending our current fiscal year's budget, we believe it is fiscally responsible.</p>		
Materials: Letter from Kelly Monico, Special Services Director, Farmington Hills Budget Amendment #2		



September 10, 2019

Mr. Murphy,

The City of Farmington Hills, 47th District Court and the City of Farmington are planning to migrate from Micro Focus GroupWise for email & multiple open license Microsoft Office products to subscription based Office 365. The planned upgrade will increase our security and offers more tools to encourage productivity and collaboration. The new productivity gains are due to cross platform support and collaboration features. Office 365 gives flexible deployment options which allow a predictable cost model and immediate access to the latest version of Microsoft. In this model the City will no longer have \$40,000 one-time purchases of licenses; instead the City will pay a yearly subscription fee which may include Outlook, Word, Excel, PowerPoint, OneNote, Publisher, Access as well as Exchange, OneDrive, SharePoint and Skype for Business.

While the City of Farmington Hills originally planned to migrate next fiscal year several changes to infrastructure and software requirements as well as increased security needs necessitates migration this fiscal. The migration is a very complex process and the City of Farmington Hills is working with Plante Moran to gather data, inventory all office platforms and prepare a request for proposals for an Office 365 implementation consultant and software migration tool. The firm the Cities will hire will ensure successful migration across multiple platforms.

The City of Farmington Hills is requesting that the City of Farmington move their migration date earlier as well. Migrating at the same time will allow both Cities to take advantage of the economy of scale for subscription purchases and implementation costs. In addition it allows better allocation of IT staff & other resources.

Estimate of costs if Farmington moves forward at the same time as Farmington Hills:

- Planning & Discovery, RFP preparation & award & implementation management- \$15,000 Farmington Hills, **\$0-Farmington.**
- Implementation Services & Tools-(estimated at \$150 per user)- Farmington Hills (600 users including 47th DC) \$90,000 & **Farmington (69 users) \$10,350**
- Licenses-(estimated \$245 each per year including Spam filtering-(600 users including 47th DC) \$147,000 & **Farmington (69 users) \$16,905**

Estimate of costs of Farmington waits to move forward

- Planning & Discovery, RFP preparation & award & implementation management-**\$5,000-Farmington.**
- Implementation Services & Tools-(estimated at \$180 per user)- **Farmington (69 users) \$12,2400**
- Licenses-(estimated \$280 each per year including Spam filtering-**Farmington (69 users) \$19,320**

While early migration will require amending your current fiscal year's budget, we believe it is fiscally prudent and would better serve both agencies. We would appreciate your consideration on this matter and look forward to your response.

Best,

/s/ Kelly Monico

CITY OF FARMINGTON

RESOLUTION _____

Motion by, _____ seconded by, _____

Budget Amendment No 2

Fund: General Fund

General Government	\$28,000	
Transfer, Capital Improvement		\$28,000

To Provide Funds for Conversion from Micro Focus Groupwise to Office 365

Fund: Capital Improvement Fund

Transfer, General Fund	\$28,000	
Fund Balance		\$28,000

To Provide Funds for Conversion from Micro Focus Groupwise to Office 365

BE IT FURTHER RESOLVED that the City Treasurer is hereby authorized to pay all claims and accounts properly chargeable to the foregoing appropriations provided that said claims and accounts have been lawfully incurred and approved by Council, Board, Commission or other City Officer authorized to make such expenditures, and

BE IT FURTHER RESOLVED that the City Manager shall prepare for the Council a financial report each quarter on the status of City funds as contained within the City budget.

Roll Call:

Ayes:

Nays:

Absent:

RESOLUTION DECLARED ADOPTED

MARY J. MULLISON, CITY CLERK

I, Mary J. Mullison, duly authorized Clerk for the City of Farmington, do hereby certify that the foregoing is a true and correct copy of a resolution adopted by the Farmington City Council at a regular meeting held Monday, September 16, 2019 in the City of Farmington, Oakland County, Michigan.

MARY J. MULLISON, CITY CLERK