

**City of Menasha
Information Technology Steering Committee
Gegan Room
Menasha Public Library
Wednesday April 13, 2011
8:15 A.M.
Minutes**

A. Call to Order

Meeting called to order at 8:16 AM by CHAIRMAN Wisneski.

B. Roll Call/Excused Absences

Present: CHAIRMAN Wisneski, COMP Stoffel, HR Specialist Taubel, ITMgr Lacey and PC Stanke

Excused: PHA Fritz and PP Kester

Also Present: ITSupv James

C. Minutes to Approve – Approval of Minutes of January 19, 2011 IT Steering Committee meeting.

Motion by ITMgr Lacey, seconded by HR Specialist Taubel, to approve the minutes of the January 19, 2011 IT Steering Committee meeting as submitted. Motion carried.

**D. Public Comments on any matter of concern to this Agenda
(Five (5) minute time limit for each person)**

NONE

E. Report of Department Heads/Staff/Consultants – Committee monthly update on status of projects/operations/costs

ITMgr Lacey reviewed with the Committee a number of topics of concern and accomplishment:

- The comparison of budgeted to actual expenditures year to date, 22.22% used through March.

- The need for more resources which are now hindering progress of projects included in 2011 budget, specifically the creation of a city-wide database.
- Relayed the ability to manage the network remotely using smart phones while on vacation.
- Related the loss of computer equipment in the Police and Health areas due to the storm of 4/10/2011.
- Relayed the problems caused by the Utility making a changeover of equipment and not notifying the City's IT Department in advance, resulting in loss of communications with "diggers hotline", placing the City in a liability situation following the 4/10/2011 storm.
- Reviewed the installation of a PC enclosure at the City Garage, providing computer access for vehicle maintenance personnel.
- Noted the growing use of the City INTRANET.
- Waiting for Engineering to appoint an administrator for the new "Cartegraph" software so it can be deployed.

PC Stanke stated that the "Smart Board" in the EOC did not function when the Station was relying on emergency power during this weekend's storm, rendering it useless. IT staff will work with the Building Superintendent to determine the cause of the problem.

F. ACTION ITEMS – (1) Committee discussion and action on next IT Steering Committee meeting date – May 16th, third Wednesday

After discussion, by consensus of the Committee members present, the next Information Technology Steering Committee meeting will be held on Wednesday, May 16th at 8:15 AM in the Gegan Room of the Menasha Public Library.

G. ADJOURNMENT

Motion by PC Stanke, seconded by HR Specialist Taubel to adjourn. Motion carried. Meeting adjourned at 9:01 AM.

Respectfully submitted,

Thomas Stoffel
Committee Secretary

	Budget \$	YTD \$	% used YTD
Total Budget	\$373,049	\$82,876	22.22%

January-April 11, 2011

**I.T. Department
Projects**

January 19 thru April 12, 2011

Open Requests/Projects

- **Hardware**
 - Police squad Cellular network planning.
 - Police “N” band Wireless Access point implementation.
 - Police RSA security implementation.
 - Police Squad laptop deployment x 2
 - Squad laptop configuration and testing of new data transfer environment.
 - Police remote camera configuration to work with Squad laptops.
- **Software**
 - Website updates
 - Health Charting 70% complete
 - Unified data project
 - Implement Cartêgraph application for PWF.
 - Work with BayCom on Arbitrator 360 Squad video issues.

Current Requests/Projects

- **Software**
 - Assist Assessor Dept with reporting.
- **Hardware**
 - Upgrade Squad Laptop
- **Application**
 - Excavation Permit Application enhancements.
 - Intranet Development.
 - Research parking ticket application replacement.

Completed Requests/Projects

- **Application**
 - Health Department Weights and Measures Application enhancements.
- **Hardware**
 - Deployment of Sanitarian Tablet PC
 - Deployment of PC enclosure in PWF Mechanics Bay.
 - Replaced Police Shift Commander bubble jet printer with laser printer due to supply costs.
- **Administration**
 - Assist in EOC setup, documentation and testing.

