

**City of Menasha
Information Technology Steering Committee
Gegan Room
Menasha Public Library
Tuesday, January 10, 2012
3:30 P.M.
Minutes**

A. Call to Order

Meeting called to order at 3:40 PM by COMP Stoffel.

B. Roll Call/Excused Absences

Present: COMP Stoffel, DPW Radtke, ITSupv James, PHD Nett and PP Homan

Excused: VICE-CHAIRMAN Benner and PC Styka

Also Present: None

C. Minutes to Approve – Approval of Minutes of September 27, 2011 IT Steering Committee meeting.

Motion by PHD Nett, seconded by PP Homan to approve the minutes of the September 27, 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

ITSupv James reviewed with the Committee the status of projects undertaken by the IT Department in October, November and December. A copy of the status update is attached to these minutes.

F. ACTION ITEMS – (1) Committee discussion and action on reductions made to 2012 Information Technology Operations budget and how those reductions affect project implementation plans for 2012

ITSupv James reviewed with the Committee the original 2012 Information Technology Department budget submitted to the Mayor and Common Council for approval. The request was reduced by \$75,055, leaving a balance of \$430,374 for operations and capital for 2012.

ITSupv James touched on the reduction in the request for staffing increases, the elimination of funding for the in-house development of the software for a land records management system, reduction of the request for server replacement and the elimination of the request for a surveillance camera system at the Public Works Facility to add security and aid in prosecuting people that dump illegally at the facility. A copy of the report is attached to these minutes.

ACTION ITEMS – (2) Committee discussion and action on next IT Steering Committee meeting date – February 14th, second Tuesday

After discussion, by consensus of the Committee members present, the next Information Technology Steering Committee meeting will be held on Tuesday, February 14th at 3:30 PM in the Gegan Room of the Menasha Public Library.

G. ADJOURNMENT

Motion by PP Homan, seconded by DPW Radtke to adjourn. Motion carried.
Meeting adjourned at 4:38 PM.

Respectfully submitted,

Thomas Stoffel
Committee Secretary

	Budget \$	YTD \$	% used YTD
Total Budget	\$373,049	\$293,679	78.72%

January-December, 2011

I.T. Department Projects

September 28, 2011 through January 10, 2012

Open Requests/Projects

- **Hardware**
 - Police "N" band Wireless Access point implementation.
 - Police RSA security implementation.
 - Police Squad laptop deployment
 - Squad laptop configuration and testing of new data transfer environment.
 - Configuration and distribution of new equipment for 2012

Software

- Website updates
- Health Charting 80% complete
- Work with BayCom on Arbitrator 360 Squad video issues.

Current Requests/Projects

- **Software**
 - Assist Assessor Dept with reporting.
 - Gathering desktop software/hardware information for inventory reconciliation.
 - Exported data from our Law Records Management System to feed the RAIDS on-line crime mapping website.
- **Hardware**
 - Rebuilding CEO desktop due to virus
 - Deploy new PC for PD Chief.
- **Application**
 - Budget Creation and Distribution of IT resource costs to Departments
 - Boss IT Desktop management and Helpdesk application implementation.
- **Administration**
 - Create Safety Committee Trainings for Intranet with City Sanitarian Todd Drew.

Completed Requests/Projects

- **Application**
 - Generated updated inventory spreadsheet.
 - Work with Neenah IT to generate tax bills.
 - Printed tax bills.
- **Hardware**
 - Deploy Squad laptop

- **Administration**
 - Generate 2012 Budget
 - Train network Intern on City environment and assign/track tasks.
 - Cable Management for Police Department Communication closet.

2012 IT Department Budget
 Update: 12/30/2011
 Prepared by: City Comptroller/Treasurer

	<u>Requested</u>	<u>Approved</u>
1001 Wages	\$ -	\$ 13,687
1002 Salaries	130,529	120,422
1501 Health Insurance	24,286	11,027
1502 Life Insurance	114	127
1503 Dental Insurance	1,707	907
1504 Retirement	7,701	7,912
1505 FICA	9,888	10,135
1507 Vision Insurance	135	49
1508 Worker Compensation	320	309
2104 Prof Serv-Computers	74,744	45,744
2201 Telephone	2,000	1,000
2404 Maint of Spec Equip	104,932	104,932
2901 Printing	16,000	16,000
2905 Vehicle Rental	1,200	200
3010 Office Supplies	100	100
3011 Postage	100	100
3012 Computer Supplies	100	100
3015 Tools/Equipment	52,926	47,876
3201 Dues/Memberships	50	50
3301 Travel-Mileage	450	450
3402 Training-Registration	6,000	4,000
3403 Training-Lodging	900	900
3404 Training-Other	900	
5104 Liability Insurance	1,300	1,300
8001 Computer Equipment	69,047	43,047
8004 Office Equipment	-	-
	<u>\$ 505,429</u>	<u>\$ 430,374</u>

Account 1001-1508	Reduced Full-Time Position to Intern Status,	\$ (10,105)
Account 2104	Cable projects,	(2,000)
	Outside Services,	(2,000)
	Software Development,	(25,000)
Account 2201	General Adjustment,	(1,000)
Account 2905	General Adjustment,	(1,000)
Account 3015	Laptop, Police,	(1,950)
	Scanner Gun,	(1,200)
	46" Display, Weather,	(1,900)
Account 3402	General Adjustment,	(2,000)
Account 3404	General Adjustment,	(900)
Account 8001	Replacement Servers,	(4,000)
	Surveillance Camera/DVR,	<u>(22,000)</u>
	TOTAL	\$ (75,055)