

**CITY OF MENASHA
IT STEERING COMMITTEE
December 1, 2015
MINUTES**

A. CALL TO ORDER

Nichols called the meeting to order at 9:35 AM.

B. ROLL CALL/EXCUSED ABSENCES

Committee members Alderman Nichols, Associate Planner Englebert, Director Steeno, and Chief Styka were present. IT Supervisor James and Administrative Assistant Dworshok were also present. Director Mc Kenney was absent.

C. MINUTES TO APPROVE

Motion to approve the [May 12, 2015](#) minutes was made and seconded by Styka and Englebert, respectively. No discussion. Motion carried.

D. PUBLIC COMMENTS ON ANY MATTER OF CONCERN TO THIS AGENDA

None

E. REPORT OF DEPARTMENT HEADS/STAFF/CONSULTANTS

1. Recent Accomplishments. Director Steeno explained accomplishments identified in a document that she prepared – Recent Accomplishments (5/12/15 – 11/18/15). In regard to Item #1, Steeno explained the police network separation details, a very large project for the IT Department in 2015. Item #5 was also highlighted as adjusting the storage has been started and will be a large initiative in 2016, per the plan. Desktop virtualization was also discussed briefly, which will be used on a limited basis in 2016 in specific divisions.
2. Current Status of IT Operations/Support Items/Workload. Director Steeno explained the report entitled: Current Status of IT Operations. As to Item #3, Director Steeno stated that IT support tickets are under control, and there are currently 26 open tickets, an all-time low. With regard to Item #6, Director Steeno reported that staff is in the process of creating a maintenance plan and infrastructure replacement plan.
3. Progress on 2015 Projects. Director Steeno explained the current timeline and projects included for the current year, and answered questions with regard to various items. Other discussion ensued about general timing, and the plan for 2016 which will be presented at the next meeting.

F. ACTION ITEMS

1. Review of 2016 IT Budget. Discussion ensued regarding the budget. This was communicated to the Committee in advance of being considered by Council, however Steeno wanted all members to have a copy. The overall amount of expenditures of the past three years of IT Budgets were discussed, and the fact that staff is trying to regulate the annual budget and complete more planning so that there are not large swings in the amount of the budget from year to year. The relationship with Infinity Technology was also discussed briefly and is going well.
2. Review and Input on the Draft Website Design. Steeno presented the draft homepage and draft interior page to the committee and explained the work that had gotten the project to this point. The Committee members then reviewed the drafts provided by Revize, the company contracted to design the City's new website. Numerous elements of the design were discussed, and the Committee compiled a list of changes to present to the website developer, with a request for changes. The City is allowed three tries to go back to the developer if it does not feel that the deliverable is ready for approval and design. Once the

presented changes have been made, the drafts will be presented to Council for input and consideration. This is expected to occur in the next month or so. After the homepage and the interior page are approved in concept, the developer will move on to building the City's new website. The timeline was discussed; however it will be based on the responses from the City, and approval of the design elements.

3. Committee discussion and action regarding next IT Steering Committee Meeting date:
Steenon will poll members in January for the next meeting date and time. In addition, there may be an additional meeting, if necessary, to discuss the website project.

G. ADJOURNMENT

Meeting adjourned by motion made and seconded by Englebort and Styka, respectively. Motion carried. Meeting adjourned at 10:55 AM.

These minutes have NOT been approved.