

Menasha aldermen occasionally attend meetings of this body. It is possible that a quorum of Common Council, Board of Public Works, Administration Committee, Personnel Committee may be attending this meeting; (No official action of any of those bodies will be taken).

**CITY OF MENASHA
IT STEERING COMMITTEE
Gegan Room
Menasha Public Library
January 10, 2012
3:30 PM
AGENDA**

- A. CALL TO ORDER
- B. ROLL CALL/EXCUSED ABSENCES
- C. MINUTES TO APPROVE
 - 1. [September 27, 2011](#)
- D. PUBLIC COMMENTS ON ANY MATTER OF CONCERN TO THIS AGENDA.
(Five (5) minute time limit for each person)
- E. REPORT OF DEPARTMENT HEADS/STAFF/CONSULTANTS
 - 1. Committee monthly update on status of projects/operations/costs
- 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](#)
 - 2. Committee discussion and action on next IT Steering Committee Meeting Date – February 14th, second Tuesday
- G. ADJOURNMENT

"Menasha is committed to its diverse population. Our Non-English speaking population and those with disabilities are invited to contact the Menasha City Clerk at 967-3603 at least 24-hours in advance of the meeting for the City to arrange special accommodations."

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)

**City of Menasha
Information Technology Steering Committee
Gegan Room
Menasha Public Library
Tuesday, September 27, 2011
3:30 P.M.
Minutes**

A. Call to Order

Meeting called to order at 3:40 PM by ITMgr Lacey.

B. Roll Call/Excused Absences

Present: COMP Stoffel, IPC Brunn, ITMgr Lacey, PHD Nett, PP Homan and PWD Radtke

Excused: VICE-CHAIRMAN Benner

Also Present: MAYOR Merkes, ITSUpv James, LD Lenz and Mr. Larry Schmitz of Common Sense Solutions LLC.

C. Minutes to Approve – Approval of Minutes of June 14, 2011 IT Steering Committee meeting.

Motion by PHD Nett, seconded by ITMgr Lacey to approve the minutes of the June 14, 2011 IT Steering Committee meeting as submitted. Brief discussion concerning Personnel Department's ability to devise a form to be used by the IT Department to add/remove employees to City network. MAYOR Merkes will follow up on this concern. 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 the monthly report. Budget used through end of August is 48%, development of the city-wide data base has been slow, Cartegraph software should be in service during the fourth quarter of 2011.

Because of the delay in deploying Cartegraph, a request was made to have reduced maintenance fees for 2011; this was not accepted by the company. The IT Department is using a new application to record hardware inventory, software inventory on individual PCs, remotely push out new applications and record, prioritize, track and report completion of problems brought to the attention of the IT Staff. The new intern is working out very well and has helped the department catch up on a number of projects.

F. ACTION ITEMS – (1) Committee discussion and action on recommending 2012 Information Technology Budget request to Mayor

ITMgr Lacey presented his 2012 budget request to the Committee. He explained that the request included a $\frac{3}{4}$ time position for IT with the remaining $\frac{1}{4}$ allocated to the Finance Department. He reviewed each area of the budget, explaining what it was, which department was requesting the hardware or software and how much it would cost. Committee members made some inquiries concerning the items being requested, mostly concerning the surveillance cameras at the Public Works Facility. Motion by COMP Stoffel, seconded by IPC Brunn to recommend the 2012 IT Department budget as presented be forwarded to the Mayor for his review. Motion carried.

ACTION ITEMS – (3) Committee discussion and action on next IT Steering Committee meeting date – October 11th, second Tuesday

Motion by ITMgr Lacey, seconded by COMP Stoffel to schedule the next regular IT Steering Committee meeting for November 8, 2011, second Tuesday of the month. Motion carried.

G. ADJOURNMENT

Motion by PP Homan, seconded by PWD Radtke to adjourn. Motion carried.
Meeting adjourned at 5:02 PM.

Respectfully submitted,

Thomas Stoffel
Committee Secretary