

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
140 Main Street, Menasha**

September 16, 2009

8:15 AM

AGENDA

- A. CALL TO ORDER
- B. ROLL CALL/EXCUSED ABSENCES
- C. MINUTES TO APPROVE
 - 1. [July 29, 2009](#)
- 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 recommendation on 2010 IT Department Budget Request
 - 2. Committee discussion on pros and cons of upgrading to Microsoft 2007
 - 3. Committee discussion on consolidation of information on the property tax roll as it relates to delivery of recycling carts
 - 4. Committee discussion on next IT Steering Committee Meeting Date – October 21st, third Wednesday
- 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."

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
440 First Street, Menasha**

Wednesday, July 29, 2009

8:15 AM

MINUTES

A. Call to Order

Meeting called to order at 8:17 AM by CHAIRMAN Wisneski.

B. Roll Call/Excused Absences

Present: CHAIRMAN Wisneski, AP Kester, HR Specialist Taubel, ITMgr Lacey and PC Stanke

Excused: COMP Stoffel

Absent: PWS Jacobson

Also Present: ITSupv James, PL Brunn and Mr. Larry Schmitz of Common Sense Solutions LLC.

C. Minutes to Approve – Approval of Minutes of May 20, 2009 IT Steering Committee meeting.

Motion by PC Stanke, seconded by ITMgr Lacey to approve the minutes of the May 20, 2009 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

"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."

ITMgr Lacey distributed and reviewed the IT Department report for the year to date through June, 2009. ITCMgr Lacey also updated the Committee on the work being done in-house to replace the "Champs" software used by the Health Department to track staff time and student's information. Originally the "Champs" program cost \$50,000 with a \$3,000 annual maintenance fee. The new in-house designed program will provide better work flow capabilities and is more easily utilized by Health Department staff, plus the only cost is staff development time, thereby saving the City \$3,000 per year. The IT Department also was able to help the Police Department place a time-off work schedule on the web page; ITCMgr updated the Committee on how the toner and repair program for printers is working and also met with the summer pool staff to explain concerns about equipment usage at the pool. This meeting resulted in better communications and in the future there will be a pre- and post-pool season meeting to review what went right or wrong and get everyone on the same page at the start of next year. Both Personnel and the PD will be included in these meetings to address their concerns.

F. ACTION ITEMS – (1) Committee discussion on placing links to Farmers Market Sponsors on the City website

The Committee discussed what was being requested and thought that it would be a violation of current IT Committee policy which prohibits the City from providing endorsements of outside parties. Discussion on having a disclaimer stating you are leaving the City of Menasha website was proposed. The Committee then discussed who has the authority to set standards for sponsorship, which is not a responsibility of this Committee. Committee sentiment was that those issues should be reviewed by the Mayor's Office and standards should be set. Motion by ITCMgr Lacey, seconded by PC Stanke to refer this matter back to the Mayor's Office for clarification of the rules of sponsorship with the understanding that once the rules are clarified this agenda item will come back to this Committee for action. Motion carried.

ACTION ITEMS – (2) Committee discussion on Wisconsin Supreme Court to decide on Open Records Status of Personal E-mail

The Committee discussed this item, which was for informational purposes only. The matter concerns the use of the municipality's email system for personal emails. Are those emails a private matter or are they a public record? The State Supreme Court will be making a decision on that controversy. The City's current policy is that they all are a public record and no expectation of privacy is provided. All emails of the City are currently being archived, in case of a public records request in the future. The Committee will revisit this issue when the State Supreme Court makes its decision.

ACTION ITEMS – (3) Committee discussion on next IT Steering Committee meeting date – August 19th, 2009 - third Wednesday

After discussion, by consensus of the Committee members present, the next Information Technology Steering Committee meeting will be held on Wednesday, August 19th, at 8:15 AM in the Gegan Room of the Menasha Public Library. Meetings will continue to be held on the third Wednesday of each month through 2010.

G. ADJOURNMENT

Motion by HR Specialist Taubel, seconded by PC Stanke to adjourn. Motion carried. Meeting adjourned at 9:10 AM.

Respectfully submitted,

Susan Wisneski
Acting Committee Secretary

DRAFT

	Budget \$	YTD \$	% used YTD
Total Budget	\$348,510	\$165,319	47.44%

January 2009 through June 2009

**I.T. Department
Projects
May 20, 2009 through July 28, 2009**

Open Requests/Projects

- **Hardware**
 - Research Hardware for Budget 2009
 - Research Hardware for future City IT projects.
 - Research Printer/Copier replacement for PD.
- **Software**
 - Website updates
 - Health Charting
 - PWF Excavation Billing Module
 - Research Intranet options

Current Requests/Projects

- **Software**
 - Tax file updates
 - Assist Assessor Dept with reporting.
 - Work with Assessor consultants on City options for Market Drive data distribution.
- **Hardware**
 - Deploy PCs to City Hall second floor and PWF.
- **Application**
 - Configure HR Department PCs for Sungard_HTE HR package.

Completed Requests/Projects

- **Application**
 - Added Web access for Police Officer Schedules
 - Implemented Modern Business Machines Print Care Service.
 - Entered new account numbers in Budget Application.
- **Hardware**
 - Deployed Common Council Presentation PC.
 - Set up City Pool's IT resources.