

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
Training Room
Menasha Public Protection Facility
September 15, 2010
8:15 AM
AGENDA**

- A. CALL TO ORDER
- B. ROLL CALL/EXCUSED ABSENCES
- C. MINUTES TO APPROVE
 - 1. [July 21, 2010](#)
- 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 recommending 2011 Information Technology Budget request to Mayor](#)
 - 2. Committee update on status of City of Menasha Intranet
 - 3. Committee discussion and action on next IT Steering Committee Meeting Date – October 20th , 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."

**City of Menasha
Information Technology Steering Committee
Training Room
Menasha Public Protection Facility
Wednesday July 21, 2010
8:15 A.M.
Minutes**

A. Call to Order

Meeting called to order at 8:15 AM by CHAIRMAN Wisneski.

B. Roll Call/Excused Absences

Present: CHAIRMAN Wisneski, HR Specialist Taubel, ITMgr Lacey, PC Stanke, PHA Fritz and PP Kester (A 8:24)

Excused: COMP Stoffel

Also Present: ITSupv James, PL Brunn, PO Zemlock and Mr. John Teale of Menasha Utilities.

C. Minutes to Approve – Approval of Minutes of June 16, 2010 IT Steering Committee meeting.

Motion by PC Stanke, seconded by ITMgr Lacey to approve the minutes of the June 16, 2010 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
Presentation on “Smartboard”

ITMgr Lacey updated the committee using the monthly summary handout – the IT budget is still on track for 2010; video security has been installed in the Finance Department; reviewed the monthly phone bill following approval of the new three year contract extension; update on progress with merging IT capabilities of City and Utility; presented the “Smartboard” to the Committee,

Word and Excel are interactive, your finger is the mouse, can draw and erase with special pens or fingers, training sessions can be saved for future use again; Forestry intern will use a “smartphone” to do the tree inventory.

F. ACTION ITEMS – (1) Committee discussion and action on creating Internal Service Fund for IT Operations and implementing cost allocation system as recommended by Common Sense Solutions

PC Stanke asked if the point of breaking down IT into an internal service fund was just to increase the amount of money the City could get returned through state aid formulas, why not make all of the IT Department into a police function (like it originally was) and put it into the Police Department building and budget.

It was explained that maintenance costs are figured into the direct costs while any new software will be budgeted by department.

After further discussion, motion by PC Stanke, seconded by ITMgr Lacey to forward to the Common Council the concept of creating an Internal Service Fund for IT Operations and implementing the cost allocation system as recommended by Common Sense Solutions. Motion carried.

ACTION ITEMS – (2) Committee discussion and action on policy for City Departments/employees use of social networking sites such as “Facebook”, “MySpace”, “Twitter”, etc.

Opening the discussion, ITSupv James suggested that the Mayor be the responsible party to evaluate and determine if a department needs to be connected to a social networking site, as outlined in the policy (from North Carolina) adapted to fit the needs of Menasha. If the employee leaves the City’s employment or if the account needs to be monitored in any other manner, the IT staff can perform that function to be certain the policy is not being abused.

A disclaimer needs to be included on the bottom of the page.

At this time it is unknown if postings must be retained to comply with “open records “law. This will need to be addressed by the City Attorney.

Motion by PC Stanke, seconded by PP Kester, to forward the policy for City Departments/employees use of social networking sites to the Common Council for adoption. Motion carried.

ACTION ITEMS – (3) Committee discussion on who (Mayor, Committee, Council, IT Department) determines which outside parties can have a link to the City's website

Jean Chew of the Menasha Historical society had requested permission to have a link to the City website. Who should have the authority to grant such requests? After discussing some parameters for granting the permission; be a part of or directly beneficial to the City, it was proposed that the Mayor be given this authority. There was also discussion on having a log of who has been granted permission to have the link in the event that somehow links could be attached or deleted and no one would know if they should be there or not.

Motion by PC Stanke, seconded by HR Specialist Taubel to have the Mayor make the decision to grant permission for non-departmental links and that all requests for links to the City webpage not maintained by a department level or IT staff person also be referred to the Mayor. Motion carried.

ACTION ITEMS – (4) Committee discussion and action on next IT Steering Committee meeting date – August 18th, third Wednesday

After discussion, by consensus of the Committee members present, the next Information Technology Steering Committee meeting will be held on Wednesday, August 18th at 8:15 AM in the Gegan Room of the Menasha Public Library

G. ADJOURNMENT

Motion by ITMgr Lacey, seconded by HR Specialist Taubel to adjourn. Motion carried. Meeting adjourned at 9:11 AM.

Respectfully submitted,

Sue Wisneski
Acting Committee Secretary

Menasha Budget 2011

New and Repacement Equipment	Quantity		Unit Cost	Budget
Police - Panasonic Toughbook for Squad Car	1		\$3,900	\$3,900
Police - Pentax Thermal Printer for Squad Car	1		\$300	\$300
Police - B&W printer fro Shift Commanders	1		\$300	\$300
Police - Wireless access point "N" band	1		\$675	\$675
Police - Cellular Card/Service/Antennas for Squads	10	Units	\$620	\$6,200
Police - Hard Drive Trays for Computer Forensics	4	Trays	\$30	\$120
Finance - Check Scanner	1		\$750	\$750
Finance - ATM for Lobby - lease	12	Months	\$65	\$780
Health - Tablet PC for Sanitarian	1		\$2,000	\$2,000
Library - Portable SmartBoard	1		\$4,000	\$4,000
PWF - PC Enclosure for Garage	1		\$2,500	\$2,500
PWF - LCD Display	1		\$230	\$230
PWF - Cell Phone	4	Phones	\$150	\$600
Common Council - Kindle E-Reader	10	units	\$380	\$3,800
Global - Emergency Replacement	1		\$5,000	\$5,000
				\$31,155

Maintenance

Health - WinWam Inspection Software	1		\$650	\$650
Finance - Neenah Support for Tax System	1		\$2,500	\$2,500
Com Dev - ARC View	3	licenses	\$1,000	\$3,000
Engineering - Land Desktop -Maintenance/Subscription	1		\$3,976	\$3,976
PWF - Meteorogix Weather Sentry	1		\$2,200	\$2,200
Park & Rec - Cemetery Software	1		\$1,000	\$1,000
Park & Rec - Safari	1		\$4,500	\$4,500
Assessor - Market Drive - Upgrade and Maint	1		\$4,500	\$4,500
Assessor - Apex Software	1		\$250	\$250
Police - Accessdata Computer Forensic Software	1		\$1,269	\$1,269
Police - T2 Parking - Handheld software	3	units	\$300	\$900
Police - Live ID Morphotrak	1		\$385	\$385
Police - Livescan FingerPrint hardware/software	1		\$3,500	\$3,500
Engineering - Oce Plotter maintenance	12	months	\$195	\$2,340
Global - Baraccuda Spam Blocker	1		\$975	\$975
Global - E-mail Archiver	1		\$2,400	\$2,400
Global - Storage Area Network	1		\$2,400	\$2,400
Global - Unitrends Backup System	1		\$2,700	\$2,700
Finance - Sungard_HTE Subscription (Jan-Aug.)	8	months	\$2,555	\$20,440
Finance - Sungard_HTE Subscription (Sept. - Dec)	4	months	\$2,660	\$10,640
				\$70,525

New Software / Upgrades

Finance - Market Drive View Only	3	Licenses	\$400	\$1,200
Engineering - Cartegraph Subscription	1		\$9,315	\$9,315
Police - Net Motion Software	10	Licenses	\$199	\$1,990
Police - WI Trooper Assoc. interface	10	Licenses	\$75	\$750
ComDev/Police - HTE Bld. Insp. / Code Enf. Subscription	1		\$18,000	\$18,000
ComDev/Police - HTE Bld. Insp. / Code Enf. Conversion	1		\$20,000	\$20,000
Global - Microsoft Office Suite Software Assurance	1		\$13,192	\$13,192
				\$64,447

Support

Training	1	\$7,500	\$7,500
IT Intern/Staff	1	\$30,000	\$30,000
Salaries and Benefits	1	\$160,367	\$160,367
Outside services	1	\$10,000	\$10,000
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			\$207,867

Misc Items

Ribbons		\$600	
Printer Labels		\$250	
Laser Supplies		\$500	
Forms		\$2,000	
Fiber Optic rental		\$19,950	
Internet Access		\$16,800	
Postage, Printing and Publishing		\$600	
Cable projects		\$4,000	
Telephones		\$2,200	
Property and Liability Insurance		\$1,300	
			<hr/>
			\$48,200

Summary

Total - New and Replacement Equipment	\$31,155
Total - Maintenance	\$70,525
Total - New Software/Upgrades	\$64,447
Total - Support	\$207,867
Total - Misc Items	\$48,200
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\$422,194	