

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 Police Department
December 18, 2013
9:15 AM
AGENDA**

- A. CALL TO ORDER
- B. ROLL CALL/EXCUSED ABSENCES
- C. MINUTES TO APPROVE
 - 1. [September 17, 2013](#)
- 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. Staff update on status of projects for 2013
 - 2. Discussion of open projects
 - 3. Projects for 2014
- F. ACTION ITEMS
 - 1. Discussion of plans/staffing/options for 2014
 - 2. Committee discussion and action on next IT Steering Committee Meeting date
- 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
IT STEERING COMMITTEE
September 17, 2013
MINUTES**

A. CALL TO ORDER

Styka called the meeting to order.

B. ROLL CALL/EXCUSED ABSENCES

Committee members Ald. Nichols, CA/HR Director Captain, Director Keil, IT Manager Lacey, Director Nett, and Chief Styka were present. Also present was Mayor Merkes and IT Supervisor Patrick James. Interim Comptroller/Treasurer Sassman was absent.

C. MINUTES TO APPROVE

Motion to approve the August 20, 2013 minutes was made and seconded by Nichols and Nett, respectively. There was no discussion. Motion carried.

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

None

E. REPORT OF DEPARTMENT HEADS/STAFF/CONSULTANTS

1. **Staff update on status of projects/operations/costs.** Lacey discussed ongoing projects including wireless access points at City buildings.
2. **Status of IT Inventory.** IT staff reported that the inventory was completed with the caveat the some equipment such as cell phones are not on the list. It is expected that the BOSS system will be used in the future to track inventory. Ald. Nichols discussed the need for a complete inventory for future planning purposes. When inventory is placed on the BOSS system committee consensus was to include anticipated replacement date in addition to the existing purchase date fields.

F. ACTION ITEMS

1. **Discussion of computer leases vs purchases.** IT Manager Lacey reported issues to consider such as additional management and complexity; the leasing company maintains the hardware but does not maintain software. Therefore, there would be a delay in any hardware issues being fixed. He also indicated that the lease rate was 5.25% which adds an additional expense vs purchasing. IT Manager Lacey reported that he expects the last city personal computers to be purchased in 2014-15 since he is planning on moving the City towards an internal cloud by 2018-19. Many of the existing computers would therefore not need their individual computing power and likely need not be replaced at the same interval as now.
2. **Further discussion of 2014 budget.** General discussion occurred, including about website development, credit card processing for customers and security audit as none of those items were listed in the draft budget. After more discussion, credit card processing impact on the finance department should be examined. Further information and estimates of cost of security audits is needed. Website development will be added in the amount of \$15,000.
3. **Committee discussion and action on next IT Steering Committee Meeting date**
October 16, 2013 at 9:00 a.m.

G. ADJOURNMENT

Meeting adjourned by motion made and seconded by Keil and Nichols, respectively. Motion carried.

These minutes have NOT been approved.

DRAFT