

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**  
September 17, 2008

8:15 AM

AGENDA

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**1. CALL TO ORDER**

A.

**2. MINUTES TO APPROVE-MINUTES & COMMUNICATIONS TO RECEIVE**

A. Committee approval of minutes of August 20, 2008 IT Steering Committee meeting

[Attachments](#)

**3. PUBLIC COMMENTS ON ANY MATTER OF CONCERN TO THE CITY**

**Five (5) minute time limit for each person**

A. Public Comments on matters of concern to the IT Steering Committee

**4. REPORT OF DEPARTMENT HEADS/STAFF/CONSULTANTS**

A. Committee monthly update on status of projects/operations/costs

**5. ACTION ITEMS**

A. Committee discussion on status of replacement for NOVUS AGENDA and transfer of NOVUS AGENDA records to new agenda/minutes replacement program

B. Committee discussion and recommendation on 2009 IT Department Budget Request

[Attachments](#)

C. Committee discussion on developing a New Resident Information packet

D. Committee discussion on next IT Steering Committee meeting date - October, 15th, third Wednesday

**6. ADJOURNMENT**

A.

*Menasha is committed to its diverse population. Our Non-English speaking population or those with disabilities are invited to contact the Clerk's Office at 967-3600 at least 24-hours in advance of the meeting so special accommodations can be made.*

**CITY OF MENASHA**  
**IT Steering Committee**  
**Gegan Room, Menasha Public Library**  
August 20, 2008

**MINUTES**

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**1. CALL TO ORDER**

Meeting called to order at 8:20 AM by CHAIRMAN Wisneski.

Present: CHAIRMAN Wisneski, AP Beckendorf ( 8:23 ), HR Specialist Taubel, ITMgr Lacey, PC Stanke and PWS Jacobson ( 8:21 )

Excused: COMP Stoffel

Also Present: MAYOR Merkes ( 8:37 ), CC Galeazzi, ITSupv James, M. Admin Asst. Sewall and Mr. Larry Schmitz of Schenck Technology Solutions.

**2. MINUTES TO APPROVE-MINUTES & COMMUNICATIONS TO RECEIVE**

**A. [Approval of minutes of July 23, 2008 IT Steering Committee meeting](#)**

Motion by PC Stanke, seconded by HR Specialist Taubel to approve the minutes of the July 23, 2008 IT Steering Committee meeting. Motion carried.

**3. PUBLIC COMMENTS ON ANY MATTER OF CONCERN TO THE CITY**

**Five (5) minute time limit for each person**

**A. [Public comments on matters of concern to the IT Steering Committee](#)**

Larry Schmitz of Schenck Technology Solutions apologized to AP Beckendorf for comments made at the July 23<sup>rd</sup> IT Steering Committee meeting.

**4. REPORT OF DEPARTMENT HEADS/STAFF/CONSULTANTS**

**A. [Committee monthly update on status of projects/operations/costs](#)**

ITMgr Lacey explained to the Committee that the department is moving towards a more development role and are very busy with no end in site. However, they had been informed by the Mayor that they were overstaffed. This perception must be corrected because there are projects being delayed because of lack of time. Mr. Schmitz commented that in the 1980's the department only had two staff members and now twenty years later, with more computers, network responsibilities, additional software programs to maintain, there is still only two staff members. Mr. Schmitz will participate in restructuring the monthly report on activities to better inform the Common council of how involved the IT Department is with other City Departments

CHAIRMAN Wisneski requested an update on the status of the fuel/fleet software installation at the Public Works Facility. PWS Jacobson stated it is more complicated than initially thought and had to bring in temporary help to rebuild the system. That must be followed with training before the new

software will be operational.

## 5. ACTION ITEMS

### A. Committee update on status of NOVUS AGENDA software and further discussion on continuation with NOVUS AGENDA software

CHAIRMAN Wisneski opened the discussion by pointing out that some residents are still not able to access NOVUS AGENDA because of the browser they use. ITSupv James stated he is working with the support staff at NOVUS AGENDA, but some issues are still not resolved and the new update does not address seven of the nine concerns of the City. ITSupv James then reviewed with the Committee the pros and cons of NOVUS AGENDA. ITSupv James then explained the new GOOGLE search feature on the City's website and using that in conjunction with MICROSOFT word, the City could put out agendas and minutes very similar to NOVUS AGENDA. If the City chose to go this route, it would require training of staff and additional "Helpful Hints" on the website to use the GOOGLE features. Motion by ITMgr Lacey, seconded by AP Beckendorf to abandon the NOVUS AGENDA software and move to the GOOGLE search option. Discussion by the Committee touched on the topics of who has an ADOBE license, if the Committee will set a standard agenda format and use the same terminology, implementation should occur as soon as possible and how each department will be responsible for setting up agendas and minutes on the website. MAYOR Merkes inquired about the speed that people can download the packet. ITSupv James explained that will vary from computer to computer. It was also suggested that a user's group of City staff be formed. Motion carried

### B. Committee discussion on options available to City for replacement of NOVUS AGENDA

See action taken during previous agenda item.

### C. Committee discussion and recommendation on 2009 meeting dates, times and locations

The current dates, times and location of meeting are the third Wednesday of the month at 8:15 AM in the Gegan Room of the Menasha Public Library. Motion by ITMgr Lacey, seconded by AP Beckendorf to continue with the current schedule of third Wednesday of the month at 8:15 AM in the Gegan Room of the Menasha Public Library. A suggestion of going to 8:30 AM was not accepted. Motion carried.

### D. Committee discussion on next IT Steering committee meeting date - September 17th, third Wednesday

After discussion with HR Specialist Taubel indicating she could not attend the next meeting, by consensus of the members present, the next Information technology Steering Committee meeting will be held on Wednesday, September 17<sup>th</sup>, at 8:15 AM in the Gegan Room of the Menasha Public Library.

## 6. ADJOURNMENT

### A.

Motion by PC Stanke, seconded by CHAIRMAN Wisneski to adjourn. Motion carried. Meeting adjourned at 9:40 AM .

Respectfully submitted,

Debbie Galeazzi  
Acting Committee Secretary

In addition to Network/User/Phone support, the IT Department accomplished the following tasks in 2008:

- Replaced most CRT displays with LCD displays. CRT displays are reaching end of life (6+yrs) and losing clarity. Also LCD displays are much more energy efficient.
- Implemented a Tablet PC for City Sanitarian.
- Implemented a color laser copier at the Senior Center for creation of publications in-house for emergency preparedness vs. sending to a service.
- Implemented a Storage Area Network(SAN) for storage of Police interview video, Building Permit imaging, and GIS maps.
- Implemented an E-Mail Compliance vault for archival of all City e-mail.
- Implemented a high speed copier for creation of Council packets, printing of the Directory of City Administration booklets, and billings vs. outsource printing.
- Upgraded all Police PCs.
- Implemented Network connectivity and a new Booking station of the OffenderTrak software utilized by Winnebago County.
- Implemented GPS tracking in Police Squad cars.
- Replaced the Fuel and Fleet management system at Public Works Facility due to age and technology advances.
- Implemented Cemetery Software for the Parks Department.
- Implemented Web traffic monitoring and filtering.
- Developed applications for Health Department time tracking and Charting.
- Developed application for Excavation permitting.
- Developed Inventory Application.

The IT Department's Objectives for 2009 include:

- Implement video monitoring in Finance lobby for safety of employees.
- Replace City PCs that are over 5 yrs old. (38)
- Implement Cordless phone that is fully functional with our Phone system. i.e. transferring calls from the handset.
- Create a Terminal Server/Client environment for the Senior Center for reliability and ease of administration.
- Implement Training station at Senior Center one on one training of seniors.
- Implement a mirror Storage Area Network (SAN) for storage of Police interview video, Building Permit imaging, and GIS maps. This is needed for redundancy storage of critical files.
- Upgrade Police Squad laptops. (2)
- Upgrade Park& Rec Safari Application server.
- Move Govern Database to newer server.
- Replace Squad thermal printers with Bluetooth thermal printers to resolve connectivity issues.
- Bring Web Hosting internal vs. hosted by third party. (In anticipation of video viewing.)

- Add additional camera to Council Chamber recording system.
- Add large flat panel display for presentation viewing to be mounted in Council Chambers behind Mayor.
- Install four satellite displays in Council Chambers for gallery viewing of presentations.
- Implement PC for connectivity of Video Recording system in Council Chambers for presentations.

For 2009 the Information Technology Department is requesting funds to continue the implementation and support of Technology systems for the various City Departments including items listed under the 2009 Budget Objectives.

## Menasha Budget 2009

<b>New and Repacement Equipment</b>	<b>Quantity</b>	<b>Unit Cost</b>	<b>Budget</b>
Finance- Replacement PCs	5	\$750	\$3,750
Finance - Video monitoring Project	1	\$7,400	\$7,400
Assessor - Replacement PC	1	\$750	\$750
Global - Emergency Replacement	1	\$10,000	\$10,000
IT - Refurbished Digital Phones	5	\$75	\$375
IT - Router Backup	1	\$2,500	\$2,500
IT - Imaging hard drives	6	\$100	\$600
Atty/HR - Phone Headset	1	\$150	\$150
Atty/HR/Mayor - replacement PCs	6	\$750	\$4,500
Atty/HR/Mayor - Cordless phone Fully Functional w/system	1	\$700	\$700
Public Works/Parks- Replacement PCs	5	\$750	\$3,750
Engineering/Buildings - Replacement PCs	4	\$750	\$3,000
Senior Center - Senior Training PC	1	\$750	\$750
Senior Center - Terminal Server	1	\$750	\$750
Senior Center - Terminal Clients	4	\$400	\$1,600
Senior Center - replacement PCs	2	\$750	\$1,500
Health - Replacement PCs	7	\$750	\$5,250
Health - Displays	7	\$250	\$1,750
Global - Storage Area Network for mirror of current	1	\$6,900	\$6,900
Police - Squad printers	2	\$300	\$600
Police - Replacement CF-30 /MDC battery	1	\$160	\$160
Police - ToughBook MDC	1	\$3,800	\$3,800
Com Dev - Replacement PCs	4	\$750	\$3,000
Com Dev - Replacement Displays	2	\$250	\$500
Park & Rec - Replacement PCs	4	\$750	\$3,000
Park & Rec - Replacement printer	1	\$1,100	\$1,100
Park & Rec - Safari Application Sever	1	\$950	\$950
Common Council - PTZ Camera for Chambers	1	\$1,450	\$1,450
Common Council - PC for Presentations	1	\$750	\$750
Common Council - 60"LCD WideScreen for Presentations	1	\$5,500	\$5,500
Common Council - 22" LCD Displays for Gallery w/ mounts	4	\$400	\$1,600
			<b>\$78,385</b>

## Maintenance

Health - WinWam Inspection Software	1	\$650	\$650
Neenah Support for Tax System	1	\$2,500	\$2,500
Com Dev - ARC View	3	\$1,000	\$3,000
Com Dev - Govern	1	\$4,000	\$4,000
Engineering - Land Desktop -Maintenance/Subscription	1	\$3,300	\$3,300
Engineering - CarteGraph	1	\$1,000	\$1,000
Park & Rec - Safari	1	\$4,500	\$4,500
Assessor - Market Drive - Upgrade and Maint	1	\$4,500	\$4,500
Police - T2 Parking - Handheld software	3	\$300	\$900
Police - Livescan FingerPrint hardware/software	1	\$3,500	\$3,500
Engineering - Oce Plotter maintenance	12	\$185	\$2,220
Baraccuda Spam Blocker	1	\$750	\$750
Barracuda Web Filter	1	\$750	\$750
Park & Rec - Cemetery Software	1	\$1,000	\$1,000
PWF - Fleet/Fuel Management	1	\$4,000	\$4,000
			<b>\$36,570</b>

## New Software / Upgrades

Adobe Acrobat for Admin staff for Agenda/Minutes Posting	6	\$450	\$2,700
ComDev - Additional Govern License	1	\$2,000	\$2,000
Police - Quick Scene/ Crime Scene charting software	4	\$42	\$168
Engineering - Tactics Traffic Software	1	\$4,000	\$4,000
Finance - Sungard_HTE Subscription (Jan-Aug.)	8	\$2,066	\$16,528
Finance - Sungard_HTE Subscription (Sept. - Dec)	4	\$2,169	\$8,676
			<b>\$34,072</b>

## Support

Training	2	\$5,000	\$10,000
Salaries and Benefits	1	\$155,442	\$155,442
Outside services	1	\$25,000	\$25,000
			<b>\$190,442</b>

## Misc Items

Ribbons	\$600
Printer Labels	\$250
Laser Supplies	\$500
Forms	\$2,000
Web Hosting	\$1,000
Fiber Optic rental	\$6,400
Internet Access	\$16,800
Postage, Printing and Publishing	\$600
Cable projects	\$4,000
Telephones	\$2,200
Property and Liability Insurance	\$1,300
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	<b>\$35,650</b>

## Summary

Total - New and Replacement Equipment	\$78,385
Total - Maintenance	\$36,570
Total - New Software/Upgrades	\$34,072
Total - Support	\$190,442
Total - Misc Items	\$35,650
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	<b>\$375,119</b>