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 13, 2011
3:30 PM
AGENDA

A. CALL TO ORDER

B. ROLL CALL/EXCUSED ABSENCES

C. MINUTES TO APPROVE
   1. June 14th, 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 recommending 2012 Information Technology Budget request to Mayor
   2. Committee discussion and action on next IT Steering Committee Meeting Date – October 11th, 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."

City of Menasha
Information Technology Steering Committee
Gegan Room
Menasha Public Library
Tuesday, June 14, 2011
3:30 P.M.
Minutes

DRAFT

A. Call to Order

Meeting called to order at 3:35 PM by CHAIRMAN Benner.

B. Roll Call/Excused Absences

Present: CHAIRMAN Benner, COMP Stoffel, ITMgr Lacey, PHD Nett and PP Kester

Excused: CEO Polzien and ES Montour

Also Present: MAYOR Merkes, ITSupv James, PO Zemlock and Mr. Larry Schmitz of Common Sense Solutions LLC.

C. Minutes to Approve – Approval of Minutes of April 13, 2011 IT Steering Committee meeting.

Motion by ITMgr Lacey, seconded by COMP Stoffel to approve the minutes of the April 13, 2011 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

ITMgr Lacey reviewed with the Committee the monthly budget/status report: Budget is doing very well, a “tunnel” has been created through the City of Neenah network to give Build Supt Alix connectivity to the HVAC systems at fire station # 36, the swimming pool connection to the City’s computer network has been reactivated for the summer and the Cartegraph software is not yet being

utilized by Engineering staff. MAYOR Merkes offered to discuss that matter with DPW Radtke.

F. **ACTION ITEMS – (1)** Committee discussion on status of items approved in 2011 IT Department Budget – Intern position, software development

MAYOR Merkes opened the discussion by explaining the 2011 budget "hole" that needs to be addressed. He would like to apply half of the money budgeted for the IT intern against that deficit and then allow for the intern to be hired during the second half of the year. He also asked that the description of the position be updated by IT staff. ITMgr Lacey appreciated the Mayor allowing for the position to be filled during the second half of 2011, but stated that he really feels it necessary to budget for a full-time position in 2012.

The Committee also discussed the software development that is included in the 2011 budget and that the project could not be accomplished by year end. IT Staff will determine what can be accomplished yet this year.

ACTION ITEMS – (2) Committee discussion on designing a formal process for adding and deleting staff to City computer network

Mr. Schmitz addressed the Committee concerning this issue. Human Resources is the "gate keeper" on who is on or off of the City's payroll. IT needs to be informed as to when an employee is being added or leaving so they can take the necessary actions with regards to the City's computer network. Mr. Schmitz recalled this being an issue years ago and that a form had been created that could be distributed to all parties, Department Heads, IT Department, Human Resources that would give them the information they need about the subject employee. MAYOR Merkes will follow up with the Human Resources Department, to see if the old form is available, see if it needs to be updated and then get it into use.

ACTION ITEMS – (3) Committee discussion and action on next IT Steering Committee meeting date – July 12th, second Tuesday

Because the Council meeting set for July 4th will be moved to July 5th, because of the holiday, the Plan Commission will not meet until July 12th. This would normally be the date that the IT Steering Committee would meet. CHAIRMAN Benner requested that the IT Committee meeting be moved to a different date. Motion by ITMgr Lacey, seconded by PP Kester, that the next IT Steering Committee meeting be held on July 13th, 2011 at 3:30 PM in the Gegan Room of the Menasha Public Library. Motion carried. COMP Stoffel will make the necessary arrangements.

DRAFT

G. ADJOURNMENT

Motion by ITMgr Lacey, seconded by COMP Stoffel to adjourn. Motion carried. Meeting adjourned at 4:12 PM.

Respectfully submitted,

Thomas Stoffel
Committee Secretary

DRAFT

Information Technology Budget 2012

Account #	Description	Amount
743-0403-513-1002 -Salaries		
97.5% of total and Derf. Comp	Manager of IT Support	70,277
72.5% of total and Derf. Comp	Supervisor of IT Support	38,180
72.5% of total and Derf. Comp	Help Desk/Network Specialist	22,072
		130,529
743-0403-513-1501 - Health Insurance		
	Manager of IT Support	5,853
	Supervisor of IT Support	4,352
	Help Desk/Network Specialist	14,081
		24,286
743-0403-513-1502 - Life Insurance		
	Manager of IT Support	74
	Supervisor of IT Support	40
		114
743-0403-513-1503 - Dental		
	Manager of IT Support	458
	Supervisor of IT Support	341
	Help Desk/Network Specialist	908
		1,707
743-0403-513-1504 - Retirement		
	Manager of IT Support	4,146
	Supervisor of IT Support	2,253
	Help Desk/Network Specialist	1,302
		7,701

743-0403-513-1505 - FICA			
		Manager of IT Support	5,321
		Supervisor of IT Support	2,879
		Help Desk/Network Specialist	1,688
			9,888
743-0403-513-1507 - Vision			
		Supervisor of IT Support	37
		Help Desk/Network Specialist	98
			135
743-0403-513-1508 - Workmans Comp			
		Manager of IT Support	162
		Supervisor of IT Support	88
		Help Desk/Network Specialist	70
			320
Total of Accounts 1002 through 1508			**174,680**
743-0403-513-2104 - IT Professional Services			
	Global	Cable Pojects	3,000
	Global	Internet Access/Fiber rental via Utilities	36,744
	Global	Outside services	10,000
	Global	Software Development	25,000
			74,744
743-0403-513-2201 - Telephone			
	Global	Telephone Projects	2,000
			2,000

743-0403-513-2404 - Repair/Maint of Software & Hardware

Com Dev	ARCView Maintenance	2,000
Parks/Forestry	ARCPad Maintenance	275
Global	Barracuda Spam Blocker Maint/Replace	1,000
Engineering	CarteGraph Maint	2,573
Engineering	CarteGraph Implememt Services	3,750
Parks	Pontem Cemetery App. Maintenance	1,000
Engineering	AutoDesk Maintenance	4,000
Police	MorphoTrak Live ID Maintenance	425
Police	LiveScan Finger Printer Maintenance	3,500
Assessor	MarketDrive Maintenance	4,500
Finance	City of Neenah Tax Services	8,700
Engineering	OcePlotter Maintenance	1,900
Police	RSA Authentication Maintenance	580
Parks and Rec	Anticipated ActiveNet Usage	2,700
Health	WinWam Sanitarian App	600
Finance	Sungard NaviLine Maint. Jan-Aug	21,424
Finance	Sungard NaviLine Maint. Sept-Dec	11,248
Information Technology	Boss Support Central Maintenance	1,600
Engineering	Tapco MARC - Signal system Maintenance	3,750
PWF	Syn-Tech FuelMaster Maint.	550
Police	AccessData PC Forensic Maint.	1,800
Global	Intradyn E-Mail Archiver Maint.	2,400
PWF	Weather Sentry Subscription	2,200
Global	Storage Area Network Maintenance	2,500
Police	Verizon Cellular Modem Data Plan	4,800
Police	Arbitrator 360 Squad Video Maintenance	900
Police	NetMotion Cellular Connectivity Maint.	1,600
Police	Wisconsin Trooper Assoc. interface	75
Police	Law Records Management System	8,232
PWF	Sign Shop Plotting upgrade	3,600
PWF	Diomond Connections Mechanics inventory	750
		104,932

743-0403-513-2901 - Printing

Printing Services for Entire City - Printers and Copiers	16,000
	16,000

743-0403-513-2901 - Vehicle/Equipment Rental

Vehicle/Equipment Rental	1,200
	1,200

743-0403-513-3010 - Office Supplies

Office Supplies	100
	100

743-0403-513-3011 - Postage

Postage	100
	100

743-0403-513-3012 - Computer Recycle

Computer Recycle	100
	100

743-0403-513-3015 - Supplies - Tools and Equipment

Police	Replacement ToughBook for Squad	4,000
Police	Pentax Thermal printer for Squad	300
Police	2 120GB Solid State Drives for Forensics	500
Police	Windows 7 Ultimate 64-bit for Forensics	200
Police	3 replacement PCs for Patrol Pen	2,210
Police	2 Laptops w/docking for Chief & CRO	3,900
Global	4 replacement Switches + fiber connects	8,200
Global	2 Windows Server 2008 Operating Systems	1,460
Global	Windows Exchange Enterprise 2010	1,600
Global	95 Windows Server 2008 CALs	2,850
Elections	5 Laptops for on-Line Voter Registration	2,250
Elections	5 B&W printers for Voter Registrations	750
Global	125 Windows Exchange Enterprise2010 CALs	4,800
Information Technology	2 16GB iPads w/data plans	2,258
Information Technology	Emergency Replacement	5,000
Information Technology	Boss Support Central Software payment	3,998
Engineering	4 Desktop PCs for AutoCAD	3,600
Garage	Barcode scanner gun for inventory management	1,200
PWF	46" Display for Weather System	1,900
Attorney	Laptop w/ docking	1,950
		52,926

743-0403-513-3201 - Membership Dues

GIPAW Dues	50
	50

743-0403-513-3301 - Mileage

Mileage	450
	450

743-0403-513-3402 - Registrations

Registrations	6,000

		6,000
743-0403-513-3403 - Lodging/Meals		
	Lodging/Meals	900
		900
743-0403-513-3404 - Other Expenses		
	Other Expences	900
		900
743-0403-513-5104 - Liability		
	Liability	1,300
		1,300
743-0403-513-8001 - Computer Equipment		
Park & Rec	ActiveNet Rec software implmentation services	5,555
Global	2 replacement servers w/drives	20,000
Global	Replacement Data Backup Solution	8,300
PWF	Survailance Camera System and DVR	22,000
Global	3rd and final Office Suite payment	13,192
		69,047
	Total for 2012 IT Budget	**505,429**