

MINUTES
INFORMATION TECHNOLOGY ADVISORY COMMITTEE
Wednesday, January 2, 2008
6:30 p.m.
Dreyfus Room 107

Members Present: Chairperson Ald. Joan Francoeur, Don Shelley, Tim O'Neil, Jennifer Jendrzejczyk, Robert Stedman, Ald. Joe Pieper

Members Absent: Steve Neaman (Finance), Bret Mantey (Information Technology)

Staff Present: Greg Vanness (Information Technology), Kristine Engelhardt (Information Technology), Wayne Dussault (Police Department), Steve Howard (Fire Department), Kevin Kober (Police Department), Marie Bieber (Clerk-Treasurer), Sally Kahlfeldt (Community Development)

Others Present: None

I. **Call to Order**

Chairperson Francoeur called the meeting to order at 6:30 p.m.

II. **Approval of Minutes – December 5, 2007**

Motion – Tim O'Neil moved, second of Jennifer Jendrzejczyk and unanimous vote to approve the minutes of December 5, 2007.

III. **Correspondence**

An updated ITAC member contact sheet was distributed.

IV. **Status Reports – Discussion and Recommendation**

A. Projects (Approved)

1. Innoprise (Kristine Engelhardt, Sally Kahlfeldt, Marie Bieber)

Mr. Vanness said the database virtual server has been ready since December and he is waiting to hear from Innoprise regarding how to split the database from the application. **Ms. Engelhardt, Project Manager, said she will contact the appropriate people and the president of Innoprise tomorrow regarding this.**

Community Development

Ms. Kahlfeldt said there are issues with response times being too slow. Cash receipting is slow and they are waiting for the cash receipt module to be completed by Innoprise. The speed issues should be resolved once the server has been split into two servers.

Clerk-Treasurer

Ms. Bieber said personnel changes along with the busy tax season have affected their ability to work on Innoprise. Ms. Engelhardt said Lisa Chou-Pan has designed two template reports for the Clerk's Office using Crystal reports. One was the dog/cat report for the county.

2. Phoenix CAD/RMS System (Chris Connolly, Becky Ehrmann)

Deputy Chief Dussault said the system is up and running. **He suggested a good time to have a discussion on Return on Investment with ITAC would be at the July ITAC meeting.**

3. Red Alert Update – ROI (Steve Howard)

Assistant Chief Howard reviewed his memo and attachments and answered questions related to the return on investment information. He was complimented by the committee for his presentation of the information. Mr. O'Neil suggested quantification of some of the bulleted items in the future to ensure that ITAC understands the implications. **Following discussion, it was decided that this item can be removed from future ITAC agendas.**

4. Police Department Squad Camera ROI (Discussion and Recommendation) (Kevin Kober)

Sgt. Kober distributed an updated memo and revised ROI document as previously requested by ITAC. He reviewed the information provided in the memo and responded to questions.

Motion – By unanimous vote, ITAC moved to make a recommendation to the Common Council that the Police Squad Video Camera project be approved.

Sole Source Vendor

Mr. O'Neil said he is comfortable with this request but uncomfortable with having the authority to choose a sole source vendor. He questions why there are no documented considerations or guidelines for this type of request.

Following a suggestion by Mr. Stedman and discussion, the committee asked that there be a request to the Finance Committee to create sole source guidelines. Chairperson Francoeur will talk to the Finance Committee regarding city policies or criteria regarding sole source vendors.

Motion: - By unanimous vote, ITAC approved recommending using the sole source bidder, Integrian, Inc., for this project. Ald. Francoeur will take this recommendation to the Common Council.

Ald. Francoeur told Sgt. Kober his documentation will become part of a model for future requests. **The committee requested that all Common Council members be given Police Department Squad Camera ROI documentation.**

5. RFP – Workforce Management System (Bret Mantey) (On Hold Until February)

B. Selections – None at this time

C. Emerging Technologies – Discussion and Recommendation – None at this time

D. Challenges – (Action Items)

1. Review and Expansion of the IT Selection Process (Bret Mantey, Ald. Francoeur)

An extensive list of sequenced activities related to the selection process was discussed.
All committee members are to give their recommendations to Chairman Francoeur by February 1, 2008.

2. Discussion and Recommendation on Revising ITAC Purpose Statement to Include More Concise Guidelines for Departments and Requests (Tim O’Neil, Don Shelley)

Mr. O’Neil and Mr. Shelley asked that this be put on February’s ITAC agenda for discussion.

3. Software Usage Policy (Bret Mantey)

Members discussed having like definitions in the purpose and scope of the policy and asked for the following amendments:

- ? Define what a user is (employee, vendor, elected official)?
- ? Elected officials – what can they do?
- ? Registration of software – who is responsible?
- ? Include exact naming conventions for department names, if applicable
- ? Define what non-standard software is
 - ✍ Why is this in the policy?
 - ✍ What are the ramifications?
- ? Correct a typo under shareware (for instead of fo r)

Motion – By unanimous vote, ITAC members recommended that this policy, as amended, be recommended and forwarded to the City Attorney for review and return to ITAC for final approval.

E. Projects (Proposed) – None at this time

V. **Old Business**

A. Waukesha County Cooperative Meeting (Held December 11, 2007) (Bret Mantey)

Mr. O’Neil asked for an update in February regarding the online taxes. He inquired as to who gave approval for using Chase and would like Mr. Mantey to comment on the sequence of events.

Mr. O’Neil asked for an update on the State DOT fiber connection in February.

Mr. O’Neil asked for a fuller understanding of the School District’s elimination of

maintenance funding for fiber and the potential impact of that.

B. Paperless ITAC Review (Kristine Engelhardt)

Members commented that the electronic vs. paper process is working fine. Mr. Shelley said that he brings his laptop to meetings so he can access the necessary documents and doesn't have to print them.

VI. **New Business – Discussion and Recommendation**

A. Policies and Procedures, QRGs (Bret Mantey) - None at this time.

VII. **Referrals – Discussion and Recommendation – None at this time**

VIII. **Adjournment**

The meeting adjourned at 8:45 p.m.

Respectfully submitted,

Ald. Joan Francoeur
Chairperson

Prepared by: Karen Lagerman, Recording Secretary
Information Technology Department