



IT STEERING COMMITTEE MINUTES November 16, 2016

The IT Steering Committee met on Wednesday, November 16, 2016, at 1:30 p.m.

PRESENT: Chair Rebecca Grill, Chris Botsch, Steve Beyer, Joe Burtch, Jim Jandovitz, John Kuzma, Ed Lisinski, Jon Matte, Kris Moen, Sally Nusslock, Chuck Ruud, John Stibal, Laura Temke, Pat Walker, Jeanette Wardinski, Dave Wepking

1. Tickets

Ms. Grill asked if there are any questions about open tickets. Mr. Wepking asked if the tree inventory was moving away from Access, and Mr. Jandovitz said yes. Ms. Grill talked about the work order/asset management system. Mr. Jandovitz said he is waiting until Kathryn's position is filled before starting work on these things. The knowledge transfer will take a long time, and as soon as the new person is on board, they will look at all of this.

2. BP Logix Update

Mr. Jandovitz commented that BP Logix (BP) is really promoting the work they are doing in West Allis. He mentioned the prestigious national award they are submitting with West Allis as the example, and that he is working with Ed and the Mayor on this. We should be able to use this information for our own benefit.

Mr. Jandovitz said the code violation program was tested in September and the way it was designed would not work the best way. Major improvements were made which should simplify the process dramatically. He provided examples of how it can be used with other complaint/violation issues. They will be testing the program again in the next week or so. He noted that the furnace/air conditioning permit process is going well in BINS with minimal IT assistance. BINS did about 80% of this work on their own. Mr. Botsch said the overnight parking permits are going well, and Mr. Jandovitz said our goal is to get 50% of people online next year. Further goals with this program were discussed. Mr. Jandovitz also reported they are working with the Water Dept. re Diggers Hotline, which opens more efficiencies for them. Mr. Burtch said Engineering needs to be included on these notices for their part in the work.

3. New Project Requests and Outside Software

a. GIS/Nuisances. Ms. Grill explained that City Attorney Post and DPW Director Lewis are wondering how recordkeeping for nuisance properties is being handled—should they be mapped into GIS? Pat Walker said visual view is good for GIS but is not the right application for all the reporting on a property that may be required. Extensive discussion ensued about this project and what steps need to

be taken to get it going. Mr. Jandovitz said all parties involved need to meet and a project scope needs to be done and get this on the new project list.

- b. Health Space. Ms. Nusslock and Laura Temke discussed the Health Space database used for all aspects of food inspection—complaint/licensing/inspection. Health Space is an international company similar to BP. Their data provides the ability to produce licenses/renewals, upload city ordinances, and creates follow up for them. We are able to use this program for free through the State; there are additional modules that can be turned on, at a cost, for other issues (e.g., dog bites, rabies, rodents, garbage, etc.). Discussion ensued on what the program can do for them. Ms. Nusslock said the startup cost is \$2,700 and a \$300/year user maintenance fee. She explained this is an interim solution for them to do all this work electronically as they were aware BP wasn't viable in the near term. Further discussion on the need for an electronic system vs. time frame of BP. Ms. Grill said this system is extremely inexpensive and until we can get into BP, it's something to get us going. Mr. Jandovitz said he is not opposed to the system, but he needs to get more input on what is needed. He said he will schedule a meeting with Health Dept. staff to get their input and discuss this further. Ms. Nusslock concurred.
 - b. Loan Management Software Needs. Ms. Moen mentioned that as loan management has grown over the last few years, there is a need for a database or analysis tool for doing this work. She has been doing online research to find something to meet their needs; HTE is not built to do this work. Mr. Jandovitz asked if this type of software would interface with anything else, and Ms. Moen said it's basically a Finance Dept. function with Development Dept. having viewing access; special assessments may potentially be a part of this. She said a cloud base program would cost a few thousand dollars a year; a \$10-\$15K cost is involved to buy and install a program. Discussion ensued on whether this is an IT project request. Mr. Stibal felt what Ms. Moen needs is not a part of BP and FIRE funds would be available to pay any costs involved. In conclusion, Mr. Jandovitz said it appears there will be minimal IT involvement; he agreed Finance and Development should work on this and advise if IT assistance is needed. The ITSC concurred that this is not a new IT project request, and agreed that Ms. Moen and Mr. Stibal should proceed as outlined.
4. Prioritization of IT Steering Committee Projects for 2017
Mr. Jandovitz explained that with his retirement sometime in 2017, he has a list of projects he wants to get done and wants input from the ITSC to accomplish this. Mr. Stibal suggested that Mr. Jandovitz put together his list and come back to the Committee for its review and help prioritizing projects. The Committee concurred with this plan.
 5. Other
 - a. Work Order Project. Mr. Wepking inquired on status of this project. Mr.

Jandovitz said we are a week away from getting the group back together and moving forward on this project.

- b. Recent Cell Phone Outages. Ms. Nusslock asked about the recent cell phone outage when the city's internet was down. Mr. Kuzma explained about the issues with Verizon and that we are having redundancy built in so if this happens again, not everything goes down. Departments will be asked to provide a list of phone numbers to disable so phones don't become inactive if the internet goes down.
 - c. Storage Space on Computers. Mr. Beyer asked about space on computers for storage. Mr. Jandovitz this is on the capital improvement project list for 2017. Also, a server replacement is planned in 2017. When asked about the time frame for installation, Mr. Jandovitz said it's about a three month period with Council approval before the order can be placed and installation about a month after that.
 - d. Project Meetings Scheduled. Mr. Jandovitz said he will be scheduling meetings on Health Space and nuisance properties with the appropriate staff.
5. Next Meeting
Ms. Grill said bi-monthly meetings will continue in 2017. The next meeting will be January 25, 2017. The Committee typically meets bi-monthly on the fourth Wednesday.

The meeting adjourned at 2:37 p.m.