



City Administrator

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February 26, 2015

The Honorable Mayor Dan Devine
and Members of the Common Council
7525 W. Greenfield Avenue
West Allis WI 53214

Dear Mayor Devine and Common Council Members:

As you are aware, the Information Technology Steering Committee was recently established for the purpose of guiding the City's process improvement efforts. The Steering Committee is comprised of the Director of ITC, all City Department Heads (or a high-ranking designee), and the City Administrator, who serves as Committee Chair. The Committee will be meeting the second and fourth Wednesday of the month, and its first meeting was held on February 25, 2015.

One of the mandates of the Committee is that the Committee Chair shall report to the Common Council on a monthly basis as to the status of established priorities and projects. This communication establishes that procedure, and reports will be made at the first Council meeting of each month, during the Administration & Finance Committee Recess meeting.

If you have any questions concerning this procedure, please contact me.

Sincerely,

A handwritten signature in blue ink that reads "Rebecca Grill".

Rebecca Grill,
City Administrator

RG:jfw

cc: Jim Jandovitz, ITC Director
Department/Division Heads

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