



IT STEERING COMMITTEE MINUTES January 25, 2017

The IT Steering Committee met on Wednesday, January 25, 2017, at 1:30 p.m.

PRESENT: Chair Rebecca Grill, Chris Botsch, Steve Beyer, Jim Jandovitz, John Kuzma, Ed Lisinski, Jon Matte, Sally Nusslock, Mason Pooler, Monica Schultz, Jeanette Wardinski, Dave Wepking, Jason Williams

IT Director Jim Jandovitz addressed all agenda items through his PowerPoint presentation. Click this link for presentation details: [1/23/17 IT Steering Cmte PowerPoint Presentation](#)
Some key points are mentioned.

1. Tickets
There are 250 tickets currently open, up from 237 in December 2016. Mr. Jandovitz emphasized the warning about granting vendor access for our server. This should only be done with Jon Kuzma's involvement.
2. BP Logix Update
Mr. Jandovitz spent considerable time providing report on status of BP Logix (BP) projects including: (a) Parking permits—online usage is going up and this project is going very well; he will meet again with the Police Dept. to review/set up new steps as needed. (b) Business Occupancy—118 permits issued in 2016 and a good database has resulted; capabilities of other types of permits discussed. (c) Planning applications for special use and landscaping—work continues on this. (d) Code Violations—all new property code violations are being entered into the system; discussed issues with iPad use in the field. (e) Complaint System program explained and it will tie in the nuisance property work. (f) Diggers Hotline calls—Water Dept. has developed a workflow process with these calls and work continues on this project. (g) Work Order system—work continues using the Water Dept. as a test; need to train employees on how to create forms, create/manage timelines, etc. as IT can't do all this work themselves. Lastly, Mr. Jandovitz said he has asked BP Logix to work on a BP App for use in the field.
3. 2017 Approved Budget Projects
Mr. Jandovitz reviewed the projects including: new firewall, scale units for WAPD, rewire for CAT5 cabling for phones, establish active accounts for all Library and DPW employees (re access to network, Novatime, email, etc.), and Fire Dept. computer upgrades.

4. Access Card Door Locks
Electronic door locks proposed for all City Hall conference rooms. The employee lunch room will also be included and either code punch locks or employee ID cards proposed for access.
5. Capital Requests
Ms. Grill reported she is working with Finance to update the capital request form and it should be ready within a week. A Capital Improvement Committee will then be scheduled for some time in February. IT capital projects will be included.
6. IT Steering Committee Projects for 2017
 - a.) Project Plan Development. Mr. Jandovitz explained the agile project methodology to manage projects and how it works. It is used for non-software related projects to manage scope creep, and timeline and expectations.
7. Personnel
 - a. Solutions Analyst. Mr. Jandovitz reported we are on our third recruitment for this position (Kathryn Perrone's position). Kathryn will continue working until the position is filled. Mr. Jandovitz explained that she does some key things for the City (e.g., taxes, Novatime, etc.)
 - b. PC/Network Specialist. Mr. Jandovitz said this is Kevin Koenig's old position. Currently, only he and Jon Kuzma can do this work. There are salary concerns with filling this position.
 - c. Assistant Director. Ms. Grill explained this position is proposed as part of the succession planning to transfer Mr. Jandovitz's knowledge to someone before he retires.
8. Next Meeting
Ms. Grill said bi-monthly meetings will continue in 2017. The next meeting will be March 29, 2017. The Committee typically meets bi-monthly on the fourth Wednesday but may transition to the last Wednesday of the month. Mr. Beyers said no one from WAPD is available to meet on March 29. Mr. Jandovitz said we can change this meeting date if necessary. **NOTE:** March 22, 2017 has been scheduled as the next meeting date.
9. Other
 - a. ITUG Meetings. Mr. Jandovitz wondered if these meetings should begin again. Ms. Schultz said she feels these meetings were well received; they were informative and provided an opportunity to find out what is happening and get information that they otherwise wouldn't get. Others agreed they favor holding these meetings.
 - b. Jim's Bucket List. Mr. Jandovitz said there are specific things he wants to get done before he retires this year, e.g., work orders, code compliance, occupancy permits, etc. He is especially interested in transitioning ourselves to the CFE

(Center for Excellence)—it is more than a name change, it's getting departments and everyone together to solve and get things done. A good example of how this works is the municipal lot permit process.

- c. Fire Permits. Mr. Pooler said they are interested in online payments for fire permits. Mr. Jandovitz said he would want to team up with a Fire employee to work on this to teach that person how to do it. He will talk with Kathryn about a quick payment program for them.
- d. Police Dept. Mr. Beyer asked about the time frame for their scale units. Mr. Kuzma said it's a 2-3 month process. Mr. Beyer said they also want to deploy more pole cameras to other areas/locations, but power is needed at the sites to do so. Further discussion ensued on accomplishing this. Mr. Bosch commented on the PD generator and impact when there is a power loss.
- e. BINS. Mr. Lisinski referred to the long list of priorities that was established with ranking for all the projects, and he wonders where we are with this list. We seem to be getting away from it and he wonders if someone should be focused on the list again. He would like someone focused on BINS for a period of time to get things going. Mr. Jandovitz responded that several of the projects going now are related to BINS, like code violation and the work order system. If he works on the list, he will not be able to work on the work order system. Others expressed concern about projects, and Mr. Jandovitz spoke to the need for employees to be trained so they can do the work themselves. Marion in IT is to help with these things, but she has limited time and a number of projects she is working on at a time. Another alternative is when the Assistant Director position is in place, then he only works on BP. If he is focused 100% on BP he can get the work done. Further discussion ensued on this topic, and Mr. Jandovitz said he will need to speak further with Ms. Grill about this.
- f. Personal Property. Mr. Williams spoke about personal property tie in to occupancy permits in relation to vacant properties.
- g. Kiosks. Ms. Schultz asked if more kiosks will be added to the main floor at City Hall. Mr. Jandovitz said they are planning for 4-5 computers in the main hallway by the Clerk's Office. Discussion about building codes with filling up the hallway. This is a temporary plan until the lobby remodel plan is put together.

The meeting adjourned at 2:55 p.m.