

12



# City of West Allis Matter Summary

7525 W. Greenfield Ave.  
West Allis, WI 53214

File Number	Title	Status
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2010-0728 Request Introduced

Request from IT Manager to transfer an amount not to exceed \$13,000 from Salary Account to Consulting Account for intern and consulting services

Introduced: 12/21/2010

Controlling Body: Administration & Finance Committee

COMMITTEE RECOMMENDATION *approval*

ACTION DATE:	MOVER	SECONDER		AYE	NO	PRESENT	EXCUSED
DEC 21 2010			Barczak				
			Czaplewski				
			Kopplin	✓			
		X	Lajsic	✓			
		X	Narlock	✓			
			Reinke	✓			
			Roadt				
			Sengstock				
			Vitale	✓			
		Weigel					
		TOTAL		5			

SIGNATURE OF COMMITTEE MEMBER

*Kurt Kopplin*  
 Chair Vice-Chair Member

**APPROVAL**

COMMON COUNCIL ACTION

ACTION DATE:	MOVER	SECONDER		AYE	NO	PRESENT	EXCUSED
DEC 21 2010		✓	Barczak	✓			
			Czaplewski	✓			
		✓	Kopplin	✓			
			Lajsic	✓			
			Narlock	✓			
			Reinke	✓			
			Roadt	✓			
			Sengstock	✓			
			Vitale	✓			
		Weigel	✓				
		TOTAL		10			

**Paul Ziehler**

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**From:** Jim Jandovitz  
**Sent:** Friday, December 10, 2010 2:47 PM  
**To:** Paul Ziehler  
**Subject:** Transfer Request

Paul, I would like to transfer money from IT salary account 100-1101-517.11.01 to our consulting account of 100-1101-517-30-02 account for Ross Baker extended leave absence in which we wont be paying him. Ross is currently making \$21.20/hour or \$848/week. With Ross being gone 16 weeks, this amount will be \$3,392 from the 2010 budget and \$10,176 from 2011 for a total of \$13,568.

I intend to use this money for the following:

- 1) Hire an intern from MATC to design/create and maintain a city Facebook account. This is a stand alone project that will not take much guidance or resources from IT staff. This intern will operate the account for 60-90 days and will train us and document its use. If time exists, this intern can look into creating a twitter account for our use also. We been looking to create a Facebook page for a while now and this would gives us an opportunity to get it done. If we hire an intern at \$10/hour for 20 hours per week for 10 weeks would cost us around \$2000. This would be a great intern project because of their age, they know more about Facebook than we do. (This was actually Gary's idea and I thought it was a good one)
- 2) Hire an consultant to fix a few outstanding network problems. One of these problems is the email server that loses its connection to the network for a brief second during the day. While these problems are not critical right now, it would be nice to get them fixed. We will use this consultant on a as needed basis. Network consultants are around \$100 - \$125/hour, for 8 hours would be \$1000/day. I would budget around 3 days of time to solve 3 of our most troubling network issues for \$3000. This will free up Jon Kuzma time to work with the Police and Fire issues more.
- 3) Hire an intern help to roll out MS Office 2010 early next year. This person would answer Office 2010 phone support and train users as needed. If we hire an intern at \$10/hour for 20 hours per week for 10 weeks would cost us around \$2000.
- 4) (Optional) Hire an web design service to jump start or redesign of our web page. This may costs us around \$5000-\$6000 dollars. Once we have the design of the web page, Kathryn can take over and complete it. Or else we can hire a programming consultant to create an on-line payment of our parking/traffic tickets or licenses and permits. This would also free up time for Kathryn to work on Web Site.

While we can still discuss and modify which of these tasks I listed above we want to do, but having the money in the consulting account will provide us the opportunity getting more done while Ross is gone.

Thanks for your consideration to this matter,

Jim Jandovitz

12/14/2010