



City of Milwaukee

200 E. Wells Street
Milwaukee, Wisconsin
53202

Meeting Minutes CITY INFORMATION MANAGEMENT COMMITTEE

ALD. MILELE COGGS, CHAIR

**Chuck Burki, Jane Islo, James Klajbor, Martin Matson,
Jennifer Meyer, James Owczarski, Judy Pinger, Richard Watt,
and Deborah Wilichowski**

Executive Secretary, Nancy Olson

**Staff Assistant, Chris Lee, 286-2232, Fax: 286-3456,
clee@milwaukee.gov**

Monday, June 1, 2015

10:00 AM

Room 303, Third Floor, City Hall

1. Call to Order.

Meeting called to order at 10:10 a.m.

2. Roll Call.

Kerry Urban appearing for James Klajbor.

Present 7 - Islo, Owczarski, Klajbor, Meyer, Watt, Wilichowski and Matson

Absent 1 - Burki

Excused 2 - Coggs and Pinger

Individuals also present:

*Nancy Olson, Department of Administration - Information and Technology
Management Division*

Jacuelyn Block, Department of Administration - Business Operations Division

Gregory Lotzke, Comptroller's Office - Internal Audit Division

Assistant City Attorney, Peter Block, was not present.

3. Election of a Chair Pro Tem.

*Ms. Meyer moved election of Mr. Matson as chair pro tem. Seconded by Ms.
Wilichowski. There were no objections.*

4. Review and Approval of the Previous Meeting Minutes from March 12, 2015.

*Mr. Watt moved approval, seconded by Ms. Wilichowski, of the meeting minutes from
March 12, 2015. There were no objections.*

5. Records Retention.

-Proposed Department Record Schedules for Approval

Ms. Block said that there are 101 record schedule recommendations approved by CART. 60 items are from the Milwaukee Police Department (MPD) related to criminal affair operations. MPD is conforming rather than adopting global personnel schedules that the committee passed two years ago. A number of other recommendations deal with transferring the custodianship of records from 2009 and phasing out records relative to the Employee Assistance Program to a new administration, the Department of Employee Relations. The program has changed significantly, and new schedules will reflect how the program is administered currently. Other recommendations deal with work for the City Attorney's Office, which have done a major overhaul of all its schedules; clarification of record schedules relative to closure-related records for the Department of City Development; and one global schedule requiring all departments to submit meeting minutes of public bodies that they staff to the Legislative Reference Bureau. Assistant City Attorney Peter Block did not have any concerns with the recommendations.

Ms. Meyer moved approval, seconded by Mr. Watt, of the department record schedules. There were no objections.

-State Record Board Approval of Previous Schedules

Ms. Block said that the state board, at its March 9, 2015 meeting, approved the committee's schedules from March 12, 2015. The schedules were sent to the state board in advance of the committee's March 12th meeting.

6. Old Business.

There was no old business.

7. New Business.

-E-Notify Text / Email Alerts for Sanitation Pickups

Ms. Olson said that there is a new feature via E-Notify to get texts or email alerts related to garbage and recycling pickups. The text alert feature is free for those with unlimited texts. Signing up is easy but requires one to provide phone carrier information and a text code to the E-Notify website to prevent others randomly signing people up. There was a soft launch that tested well through a change in pickup days during the July 4th holiday. Her office is working with the Mayor's Office to do a press release, and the alderpersons can traditionally publicize through their newsletters.

Ms. Meyer said that staff at the Department of Public Works call center will promote this new feature for residents who call the center to check their garbage and recycling pickup schedules. She added that she contacted DPW to implement E-notification on its website for those who check schedules online.

-IT Equipment Standards

Ms. Olson said that ITMD has developed equipment standards in 2015 for pc desktop replacements for those city departments, with no IT staff of their own, that ITMD supports. In the budget for 2015 instructions, all the hardware money for these

departments has been moved to ITMD to support desktop pc replacements for those departments. The plan is for a five year replacement cycle. ITMD has done a complete inventory of about 1100 desktop machines. There are three pc options that people can consider. The lowest model is a \$900 all-in-one model from Dell and is adequate for most people, except engineers. The other two models have more power, screen size, and possibly dual screens.

Ms. Olson added that another project of ITMD is for printer consolidation of all printers on the ITMD supported network. The approach is to move away from local printers to a shared network and to secure, multifunctional printer devices wherever possible in an effort to reduce the number of printers for various reasons, such as reducing the number of printers, supplies, support, and energy use. There are over 500 printers with some departments having nearly one printer per person. There may be printers that are over ten years old. Printers will be larger to have bigger capacities and may possibly have security measures via badges or passcodes. There are options for leasing and purchasing, but the preference is to first use vendors on state contracts. The anticipated cycle for printer replacements depends on the model and leasing of printers. Currently, there is no replacement cycle for printers until they fail. Leasing printers may be more fiscally responsible than replacing them.

Members were concerned with leaking of ink from remanufactured toners and data on recycled printers.

Ms. Olson replied. Remanufactured toners are an initiative from City Purchasing. ITMD has had a problem with them. Perhaps this can be a future agenda item. Concerning printer memory, it is not known what is being done when recycling printers with memory storage. Perhaps the concern can be discussed further with City Purchasing for clarification and to check if they are included in the contracts for recycling pcs.

Ms. Olson further discussed city-wide departmental network closet switch replacement, funded through the 2015 budget, by ITMD. Rather than having individual departments replace their own switches with their own funding, ITMD has put into its capital project for 2015 to fund and replace departmental switches. There are over 14 year old switches currently. ITMD is replacing some switches with broken fans and others that will soon fail. The hope is to continue centralizing this project in future budgets. Departments may be asked to have scheduled outages for a switch replacement, which requires outages from desktops.

City Clerk Owczarski joined the committee at 10:36 a.m.

-Discussion of the membership of the Administrative Review Team (CART)

City Clerk Owczarski said that it would benefit CART to include a representative from the Legislative Reference Bureau Library to the CART review team to strengthen the review of documents as they move out into the archives. The representative will likely be Eileen Lipinski, or a successor, from the LRB Library. CART is a subcommittee of the committee. The LRB Library has a great responsibility for the collection of documents and can be an extra set of eyes. He, Ms. Block, and Ms. Lipinski researched the foundational documents of CART to understand its impetus, origin, process, and reviewers. Perhaps Ms. Lipinski can create a draft of this request and bring it back to the committee.

Comptroller Matson said that the committee can consider and vote on the matter immediately.

Ms. Meyer moved approval, seconded by Ms. Wilichowski, to add a representative from the Legislative Reference Bureau Library to the CART team, as requested. There were no objections.

8. Adjournment.

*Meeting adjourned at 10:41 a.m.
Chris Lee, Staff Assistant*

Materials for this meeting can be found within the following file:

[150212](#) Communication relating to the matters to be considered by the City Information Management Committee at its June 1, 2015 meeting.

Sponsors: THE CHAIR

**Meeting adjourned at 10:41 a.m.
Chris Lee, Staff Assistant**