

**PLEASE NOTE START TIME**

**AGENDA**  
**MAPLEWOOD CITY COUNCIL**  
**MANAGER WORKSHOP**  
6:15 P.M. Tuesday, May 29, 2018  
Maplewood City Hall – Council Chambers

**A. CALL TO ORDER**

**B. ROLL CALL**

**C. APPROVAL OF AGENDA**

**D. UNFINISHED BUSINESS**

None

**E. NEW BUSINESS**

1. Information Technology Department Presentation

**F. ADJOURNMENT**

**RULES OF CIVILITY FOR THE CITY COUNCIL, BOARDS, COMMISSIONS AND OUR COMMUNITY**

Following are rules of civility the City of Maplewood expects of everyone appearing at Council Meetings - elected officials, staff and citizens. It is hoped that by following these simple rules, everyone's opinions can be heard and understood in a reasonable manner. We appreciate the fact that when appearing at Council meetings, it is understood that everyone will follow these principles:

Speak only for yourself, not for other council members or citizens - unless specifically tasked by your colleagues to speak for the group or for citizens in the form of a petition.

Show respect during comments and/or discussions, listen actively and do not interrupt or talk amongst each other.

Be respectful of the process, keeping order and decorum. Do not be critical of council members, staff or others in public.

Be respectful of each other's time keeping remarks brief, to the point and non-repetitive.

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## CITY COUNCIL WORKSHOP STAFF REPORT

Meeting Date May 29, 2018

**REPORT TO:** Melinda Coleman, City Manager

**REPORT FROM:** Mychal Fowlds, IT Director

**PRESENTER:** Mychal Fowlds, IT Director

**AGENDA ITEM:** Information Technology Department Presentation

**Action Requested:**  Motion       Discussion       Public Hearing

**Form of Action:**     Resolution     Ordinance     Contract/Agreement     Proclamation

### **Policy Issue:**

Staff has been asked to present an overview of operations performed by the Information Technology Department.

### **Recommended Action:**

No formal action is required at this time.

### **Fiscal Impact:**

Is There a Fiscal Impact?     No     Yes, the true or estimated cost is \$0.00

Financing source(s):     Adopted Budget     Budget Modification     New Revenue Source  
 Use of Reserves     Other: N/A

### **Strategic Plan Relevance:**

Financial Sustainability       Integrated Communication       Targeted Redevelopment  
 Operational Effectiveness       Community Inclusiveness       Infrastructure & Asset Mgmt.

It is important that staff continues to keep the City Council aware of the happenings within the City's various departments. Doing so ensures that everyone is on the same page, which, in turn, ensures that we are operating effectively.

### **Background**

The Information Technology Department's mission statement is "To provide the most effective information technology services and support possible to the City of Maplewood staff and citizens." There are currently 4 full time equivalent employees (FTE's) who carry out the department's mission statement. The following is a list summarizing the main service areas of the Information Technology Department.

- Coordinating system/network operations & maintenance
- Provide technology support to all City staff

- Research hardware & software alternatives
- Evaluate & implement new technologies
- Provide technology training to staff
- Manage security systems

**Attachments**

No attachments. Handout will be provided at the meeting.