

**CITY OF FRANKLIN  
TECHNOLOGY COMMISSION MEETING MINUTES  
NOVEMBER 11, 2020**

- I. The November 11, 2020 Technology Commission Meeting was called to order at 6:02 p.m. in the Council Chambers of Franklin City Hall by Vice Chair Strowig.

IT Director Jim Matelski took roll call; a quorum was present. Members present were Strowig, Alderman Mayer, Galusha, Rehberger, Surana, Farney, and Kaur (all members attended remotely via a Zoom Meeting link). Member Webler was excused. Member Meade was absent. Also in attendance was IT Director Jim Matelski.

- II. Citizen Comment Period – No citizens were present.

- III. Review and approval of the August 26, 2020 Meeting Minutes.

Motion made by Alderman Mayer and seconded by Member Farney to approve the August 26, 2020 meeting minutes as submitted. Upon vote, Ayes-All, motion carried.

- IV. 2021 Proposed IT Budgets

IT Director Jim Matelski presented this item to the Commission members. Discussion was held. Informational item only; no action was taken.

- V. Communications and Audio/Video Systems

IT Director Jim Matelski presented this item to the Commission members. Discussion was held. Informational item only; no action was taken.

- VI. Technical Issues Review

IT Director Jim Matelski informed the Commission members on the following:

- **ProPhoenix 2020 Upgrade** - Work is currently underway for the planning of the new Phoenix 2020 RMS and CAD system at the Police Department. It is expected that the new system will be in place by the first week of December, with a full migration of data and files being performed as part of the conversion. New Windows 2016 virtual machines are being constructed for the migration. A new SQL 2019 server must be built and available prior to the migration. Once the system has been migrated and fully in place, both the Fire Department Station Alerting project (ETA second week of December) and Milwaukee County Tellus system will be fully implemented. It is expected that all three projects will significantly consume IT resources, but there should be significant operational benefit once the systems are in place.
- **ArcGIS Upgrade** - In years past, the software coupling between ESRI ArcGIS and EditApp required that a very specific version of GIS software be used in production. With the planned migration from Govern to BS&A and the abandonment of EditApp, ArcGIS can finally be upgraded to the latest version of software. This is a concern as the current version of ArcGIS is on legacy support and soon will not be supported at all by the vendor. A new

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test/certification server has been built. The GIS team is in the process of building the new set of servers and updating all current GIS data maps and layers to the new software version. A new version of the ArcGIS viewer and applications will be distributed as part of this upgrade.

VII. Director's Report on IT Operations

IT Director Jim Matelski informed the Commission members on the following:

- **Retraction Physical Security Project** - During the 8/26/2020 Technology Commission meeting, I stated that several security concerns were going unattended and were not being focused on. I was in error on these statements and would like to offer a retraction. There currently is an enterprise-wide security project that will be focusing on physical security concerns not only for City Hall, but for setting policies and standards throughout the City. For City Hall, over \$200,000+ has been allocated to enhancing physical security and implementing new systems where necessary. As part of the initial project steps, a full security analysis is needed. RFP (RFQ) are being sought by firms specializing in physical security, as it is recognized that both standards and processes will need to be evaluated as part of this project.
- **Water Utility Billing** - On October 1, 2020, all Water Utility billing functions were moved from Govern over to BS&A. All Q4 Water Utility billing was performed on the new BS&A modules. The new software module allows for several key operational advantages:
  - Water Utility Billing is processed directly in BS&A and tied to the financial ledgers. There is no longer double data entry that has to be performed by the Treasury Department.
  - Generation of the water usage statements is significantly faster, in that all processing is done server side instead of being performed on the local workstation (as in Govern). Previously it would take 12+ hours to generate all utility bills. The last statement run in BS&A took less than 2 hours to complete.
  - Merging of duplicate address/entries and changing rates is dramatically simplified in the new software.
  - Water Utility bills are planned to be made available online through the BS&A portal. It is planned that payments can be made via scheduled checking account withdrawals.

VIII. Future Agenda Items.  
-Strategic Technology Plan  
-NIST Aligned Policies

IX. Next Meeting Date: Wednesday, January 27, 2021 – 6 p.m.

X. Adjournment

Motion made by Member Rehberger and seconded by Alderman Mayer to adjourn the November 11, 2020 Technology Commission Meeting at approximately 6:59 p.m. Upon vote, Ayes-All, motion carried.