CITY OF FRANKLIN
TECHNOLOGY COMMISSION MEETING MINUTES
JANUARY 25, 2017

I.   The January 25, 2017 Technology Commission Meeting was called to order at 6:09 p.m. by Chairman Meade in the Hearing Room of Franklin City Hall. IT Director Jim Matelski took roll call; a quorum was present.

      Members present were Meade, Alderman Dan Mayer, Giza, Farney, Kaur, and Litwin. Members Strowig, Webler, Galusha, and Brandt were excused. Member Surana was absent. Also in attendance was IT Director Jim Matelski.

II.   Citizen Comment Period

      No citizens were present for the meeting.

III. Review and approval of the October 26, 2016 Meeting Minutes.

      Motion made by Member Giza and seconded by Alderman Mayer to approve the October 26, 2016 meeting minutes as submitted. Upon vote, Ayes-All, motion carried.

IV.   Property Tax Electronic Payment Services – GovTech

      IT Director Jim Matelski presented this item to the Commission members. Discussion was held.

      Based on IT Director Matelski's explanation of this payment service, a motion was made by Member Farney and seconded by Alderman Mayer to approve the implementation of GovTech Escrow Payment Services for automated batch file payments with no additional provisions needed for security requirements. Upon vote, Ayes-All, motion carried.

V.   New GIS EditApp Implementation Plan

      IT Director Jim Matelski presented this item to the Commission members. Discussion was held.

      Motion made by Alderman Mayer and seconded by Member Litwin to approve the new, modified EditApp implementation plan as presented with the use of existing GIS staff to perform the project work. Upon vote, Ayes-All, motion carried.

(Alderman Dan Mayer left meeting at 7:04 p.m.)

VI.   Director's Report on IT Operations

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

      • Technical Issues:
        o Symantec Email Security.Cloud has been implemented. Email metric reports indicate that between 55%-60% of all inbound email traffic is classified as spam. The percentage is normal for most companies and what should be normally expected. Email reporting has revealed areas of necessary additional security hardening. External DNS changes are being implemented to assist with the prevention of email phishing attempts.

- o The old domain CI.FRANKLIN.WI.US that was originally registered back in 2003 is scheduled to expire on 1/31/2017. Research has indicated that all records in this zone file are obsolete and are no longer being used. This email domain will no longer be externally registered and is the intent not to renew the registration. Exchange email receive connectors are being modified to account for the FQDN change.
  - o HBS has agreed to perform a special assessment of the City Hall and Police Department SQL servers. A server health check will be performed within the next 2-3 weeks that will help identify potential performance problems in addition to known existing problems. Any issues with the performance of the servers will be remediated under this study.

- Notes on Operations:
  - o VMWare v6.5 has been successfully implemented at City Hall along with the integration with the new 3PAR SAN. VM migrations from Microsoft Hyper-V to VMWare will begin with the new release of the backup software, Veeam v9.5 U1.
  - o The VMWare server build and 3PART storage installation is set for the week of 2/13/2017. The installation of new electrical circuits caused a significant delay in the project plan.
  - o Windows 2016 Data Center licenses were successfully purchased and applied to the new VMWare server farms. All new virtual machines being built will be based on Windows Server 2016 Standard Edition.
  - o Two new Windows 2016 domain controllers have been installed at City Hall. These will eventually replace the existing Windows 2008 and 2012 domain controllers. The Active Directory schema was successfully upgraded to 2016 format.
  - o The first half of the annual IT audit has been successfully completed. The auditors are scheduled to finish the audit and peer review the result in March. The Director of IT will be performing quarterly internal audits to all IT systems using our own control matrix. This will be used to help address any outstanding security issues.
  - o HBS is still working on an initial draft of their services and support contract. This is expected to be reviewed at future meetings.
  - o The Health Department is kicking off a series of City Hall construction upgrades planned for 2017. The Health Department suite will be undergoing new renovations in order to accommodate an increase in staff.
  - o For 2017, the administration and support of Govern and the Avaya phone system will become the responsibility of IT.

VII. Future Agenda Items.
-Strategic Technology Plan
-Heartland Business Systems 2017 Contract Approval
-February 2017 Meeting – Website Presentation by Member Kaur
-Network & VMWare Upgrade – Lessons Learned

VIII. Next Meeting Date: February 22, 2017

IX. Adjournment

Motion made Member Giza and seconded by Member Litwin to adjourn the January 25, 2017 Technology Commission Meeting at 7:25 p.m. Upon vote, Ayes-All, motion carried.