The IT Steering Committee met on Wednesday, May 31, 2017, at 1:30 p.m.

PRESENT: Chair Rebecca Grill, Pat Walker, Ed Lisinski, Jim Jandovitz, Tony Warkoczewski, Steve Beyer, Chris Botsch, Joe Burtch, Mason Pooler, Monica Schultz, Kris Moen, Michael Wright, Dave Wepking, John Stibal, Jon Matte

1.   Special Projects Consultant
       Jim Jandovitz introduced Tony Warkoczewski as a part-time, temporary, limited term employee that was hired through the end of the year and will work on special projects from the ITSC project list that we have not had time to get to and are not completed yet. Tony will be meeting with departments in the weeks ahead to review their IT and technology needs.

2.   Internet
       Time Warner Cable 100 Mb connection @ $1700 per month shared between Cable and IT. Current Internet usage is about 60 Mbs per but it gets stressed out occasionally. Looking at going to WiscNet that has unlimited data rates, and we have a Gigabit pipe out to WiscNet now. This means greater data rates and will be approximately half the price saving, about $500 to $700 per month, on Internet usage. Public Access goes thru AC Wireless connection maxed out at 8 Mbits right now. Secure access is currently set to 60 Mbits for staff to access at faster rates. Contract is up in August with Time Warner, and WiscNet has good reliability ratings and other communities are already using them.

3.   Body Cameras at PD
       Working on Body Cameras for two years now and PD has a grant. Touched base with surrounding communities for recommendations who are also using WiscNet Internet connections. Axon Taser consultant has been providing information on implementation. No issues reported by these communities. 16 docking stations with 6 body camera docks per station and they can be set to stagger uploads to ease network congestion. Working with Finance for purchase and to place order.

4.   Work Order System
       Will begin using Work Order system to replace Spiceworks HelpDesk software and for IT to experiment with. IT will use it for several weeks and then we will get the Work Order group back together to focus on that project. When IT is done testing Work Order system, we will re-do Engineering Parking Zones system. Will look at individual processes to find duplication or things that can be eliminated to save costs.

5. BP Logix Update
    Property Code Violations is out the door now. Automatically shows up on inspectors'
    iPads. As the on-line complaints come in, they automatically show up on the inspectors'
    iPads. Businesses will be automatically notified for loading zones and special parking
    signs as they move or come in to the City. Pet licenses went on-line and property
    registrations also. On-line Planning applications and special uses needs to be scheduled
    and prioritize with the IT Project list. Old records need to be entered into system for
    seeing if changes need to be made to the program. Electronic signatures in the program
    need to be clarified. Special loading zone automated audio message sent out to
    businesses when their loading zone needs to be renewed with directions for them to
    renew their permit. May want to look into this process to use for other notifications like
    open records requests for the PD. Overnight parking calls have dropped since the on-line
    process is now available. Want to train alderpersons on looking up or entering their own
    new complaints with their iPads to initialize the process.

6. Old Intranet
    Discontinue use of the old Intranet. We will be turning it off as Ask Allis has same
    content. Shortcuts may need to be cleaned up on user desktops.

7. Senior Center Wiring
    National Ave. project was going to dig up all of our fiber cables. Consultant now
    convinced fiber can stay in place. Copper runs from Fire Admin. to all other City
    buildings in that area: Fire 1, Health, Senior, Library, PD Satellite, Yard. Because these
    structures have old copper wiring running inside of them, they can't handle the new fiber
    cabling speeds. We would have to re-wire all of these buildings to Cat5E cables in order
    to handle the newer IP phone system. Need to get started on this as it has to be done
    before the National Ave. project is finished.

8. New Palo Alto Firewall
    Old firewall was 6 to 7 years old and not supported any longer. Palo Alto firewall is
    faster. All networks come together at firewall and this is very important.

9. HyperConverge at PD
    Much smaller unit, will increase space in closet. Will replace about 10 servers with
    redundancy capabilities.

10. Recruitments
    Solutions Analyst interviews next week for three candidates after the fourth job search
    posting. Need about a six month overlap to transfer knowledge. Digital Services
    Network Analyst position in HR for review and hopefully posting this job announcement
    soon.

11.   Reservoir Park Cameras
       Request by Mayor to get cameras installed. Possibly run remote control door locks on
       restroom. Hire contractor to install fiber cables.

12.   Fiber Link to Waukesha County Radio Center
       They need it today; will have to adjust schedules to get this taken care of to configure
       this.

13.   New Computers Purchased
       75 new computers purchased with the intent to install at the Fire Dept and Library this
       year.

14.   Old Domain Name Disabled
       Spam coming in on old address, so we disabled it and eliminated lots of spam. Shortcuts
       may need to be cleaned up on user desktops.

15.   Liberty Heights Cameras
       Cameras are up and are being recorded. Waiting on WAWM School District to respond
       to our phone calls. Need configuration on their network to get cameras back to PD.
       Meeting to take place with the District about use of fiber network cables. We will
       suggest having two pairs of fiber cables going to each building.

16.   Project List
       GIS has been working with DPW and has put together new Tree Tracker App for them to
       view all trees as well as all mowed medians and all mowable areas that DPW mows each
       week, over 100 acres. This is for tracking purposes. Water Dept has new hydrant and
       valve inspection App. They must flow over 1300 hydrants each year and also half of the
       valves every year. Flowed hydrant readings are available to be entered into this app as
       well. Water modeling software to calculate the entire system flows calculation using the
       existing GIS features in our database.

17.   Parking Tickets
       Current processes are very antiquated and very labor intensive and cumbersome to many
       different staff members. Electronic solutions have been demoed, but very expensive
       solution. If someone could be dedicated to work on this, we would save many man hours
       at the PD. Could someone work part time, like half a day a week to work on this new
       electronic method. This is already on the IT Project list for consideration.

18.   Electronic Door Locks at City Hall and Library
       Barrier Security installing Keri door locks system and new controllers to update system.
       Eleven doors at City Hall and one at the Library. Updated controllers to replace old
       controllers at PD and Fire will eliminate three virtual computers and old Windows XP
       clients and upgrade the system to Windows 10. Half of this work is paid for by a grant.
       Maybe IT should be in charge of issuing door lock access cards in lieu of Electrical Dept.

19.   Open Records Requests
        Searching of Emails when requests are made now go to IT. Who else could do this?
        Must be a confidential position to keep secure. We need to come up with a process for
        doing this in the future. What about redacting records and excluding some from the
        request?

20.   New Server for the PD
        How will that new server interact with Barracuda? There will still be several older
        servers in the rack at the PD, but many will be eliminated. Radio conversion may begin
        in June prior to the Fair. Squad radios and handhelds will be later in the year; only
        Dispatch will be done first.

21.   Bathroom at Sub-Station
        Need door locks for the bathroom at this city building. Possible to have door locks on
        lower level stairwells at City Hall so we can open up the bottom of City Hall during
        events like Ala Carte or the Car Show?

22.   Next Meeting – July 26, 2017, 1:30 p.m.

The meeting adjourned at 2:50 p.m.

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