

**CITY OF FRANKLIN
TECHNOLOGY COMMISSION MEETING MINUTES
DECEMBER 13, 2011**

- I. The December 13, 2011 Technology Commission Meeting was called to order at 6:05 p.m. by Chairman Meade in the Hearing Room of Franklin City Hall. Director of Administration Luberda took roll call; a quorum was present.

Members present were Meade, Strowig, Herman, Alderman Olson, Webler, Giza, Kaufman, and Surana. Member Galusha was excused. Member Kane was absent. Also in attendance were Director of Administration Mark Luberda and Dennis McDonald of Heartland Business Systems.

- II. Citizen Comment Period – No citizen comments were made.

- III. Election of Chair & Vice Chair

Alderman Olson nominated Member Meade as Chair. Member Surana nominated Member Strowig as Vice Chair. Chairman Meade called for further nominations. Hearing none, nominations were closed.

Motion made by Alderman Olson and seconded by Member Giza to approve the nominations of Member Meade as Chair and Member Strowig as Vice Chair. Upon vote, Ayes-All, motion carried.

- IV. Review and approval of the July 27, 2011 Meeting Minutes.

Motion made by Member Strowig and seconded by Member Kaufman to approve the July 27, 2011 meeting minutes as submitted. Upon vote, Ayes-All, motion carried.

- V. 2012 IT Capital Outlay

Director of Administration Mark Luberda and Dennis McDonald of Heartland Business Systems (HBS) discussed the 2012 Capital Outlay handout. Detailed discussion was held. The Commission indicated they would like more details on certain items.

- VI. Desktop Replacement Standards

Director of Administration Mark Luberda and Dennis McDonald of Heartland Business Systems (HBS) discussed the City-wide computer listing by department handout.

By consensus, the Commission agreed that 5 years is an appropriate timeframe for replacement of computers, but is not required.

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VII. Audio and/or Video Internet Media Streaming and Distribution Systems and Common Council Chamber Audio & Video Devices

Director of Administration Luberda explained that he placed this item back on the agenda because there is no money in this year's budget to pursue the audio and video internet media streaming. He explained that we are digitally taping more meetings and putting them on the website. Director of Administration Luberda's reasoning was that if the Commission wanted to advance the audio/video issue that he should put it back before them as the next capital budget plan is about 6 months from now. Discussion was held.

Motion made by Member Strowig and seconded by Member Giza that the Commission invest no more time on this topic unless directed by the Common Council or unless an appropriation is established. Upon vote, Ayes-All, motion carried.

VIII. 2012 Professional Services Agreement with Geographic Marketing Advantage, LLC.

Director of Administration Mark Luberda explained to the Commission that the yearly professional services agreement with Geographic Marketing Advantage, LLC for support of the City's GIS system expires December 31, 2011. He explained the background of the contract and is looking for a recommendation to the Common Council to extend their contract through next year with an increase of no more than a half percent and that the contract be modified to allow it to continue on a month-to-month basis after the term of the year. Discussion was held.

Motion made by Alderman Olson and seconded by Member Strowig to recommend to the Common Council extension of the professional services agreement with Geographic Marketing Advantage, LLC through 2012 with an increase of no more than a half percent and that the contract be modified to allow it to continue on a month-to-month basis after the term of the year with the understanding that a conversation be had with Todd regarding the breakdown of hours between Brian and Todd's time. Upon vote, Ayes-All, motion carried.

IX. IS Services & Contracts

Director of Administration Mark Luberda gave a quick status/update on the following service contracts:

- a. Heartland Business System's contract is still in effect and they are not looking for an increase for 2012.
- b.&c. Jade International, Inc's contract is now month-to-month as it expired at the end of November 2011. Director of Administration Luberda will be evaluating this contract along with the contract with Northwoods Software Development, Inc. as they relate to the upgrading of the City's website CMS and hosting services and will be bringing his recommendations back to the Commission in the near future.

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X. Director's Report on IT Operations (No Action Required)

Director of Administration Luberda gave a quick status/update on the following items:

- a. Smart Phone Policy–Director of Administration Luberda indicated that the 2012 budget holds monies for the purchase/use of a couple of smart phones. He indicated that he will be putting together a smart phone policy to be reviewed by the Commission. Discussion was held.
- b. SCADA (Water System) Security – This item was placed on to address the recent SCADA security hacking news that after investigation it was found an actual attack did not take place. Director of Administration Luberda indicated that the IT Department did address and look into the City's security for its SCADA system and found it to be secure.
- c. ESRI/GIS Project on Future of Edit App – Director of Administration Luberda explained that ESRI has come out with an out-of-the-box product this year that could potentially be used to eliminate the next round of Edit App. GIS staff is looking to work on this now so that we will be ready to act when necessary.
- d. Website Changes & Employee Portal – Director of Administration Luberda noted two changes that are in the works for the website: 1) Forward Franklin EDC business website page options and 2) the Website Employee Portal.

XI. Future Agenda Items

A member mentioned the Technology Commission's Strategic Technology Plan. Director of Administration Luberda explained that he does use the framework of the Plan but does not believe that the City has the staff to change, update, or revisit the Strategic Technology Plan at this time. He noted that we have not let it die, but cannot invest time right now for it.

Email Retention Policy–Director of Administration is to send the Aldermen a reminder of the "E-Mail" mailbox.

XII. Next Meeting Date and Time – January 25, 2012 at 6 p.m.

XIII. Adjournment

Motion made by Member Strowig and seconded by Alderman Olson to adjourn the December 13, 2011 Technology Commission Meeting at 8 p.m. Upon vote, Ayes-All, motion carried.