

**CITY OF FRANKLIN
TECHNOLOGY COMMISSION MEETING MINUTES
JULY 23, 2008**

- I. The July 23, 2008 Technology Commission Meeting was called to order at 6:13 p.m. by Chairman Meade in the Hearing Room of Franklin City Hall.

Members present were Meade, Herman, Galusha, Kane, Maersch, and Kaufman. Members Strowig, Webler, and Alderman Olson were excused. Also in attendance was Director of Administration Mark Luberda.

- II. Resignation of Todd Mailandt

Committee members reviewed the email resignation of Todd Mailandt. No action required.

- III. Citizen Comment Period: None.

- IV. Election of Commission Chair and Vice Chair

Chairman Meade opened nominations for election of Chair and Vice Chair.

Motion made by Member Maersch and seconded by Member Kane that Scott Meade be nominated Chairman of the Technology Commission. Motion made by Member Kane and seconded by Member Maersch that Greg Strowig be nominated as Vice Chair of the Technology Commission. Motion made by Member Kane and seconded by Member Herman to close nominations. Motion carried: Ayes-All.

Motion made by Member Kane and seconded by Member Herman that one (1) unanimous vote be recorded for Scott Meade as Chairman and Greg Strowig as Vice Chairman. Motion carried: Ayes-All.

- V. Review and approval of the May 12, 2008 Meeting Minutes.

Motion made by Member Maersch and seconded by Member Herman to approve the May 12, 2008 meeting minutes as submitted. Motion carried: Ayes-All.

- VI. Status/Update of the Phoenix Court System

Director of Administration Luberda presented a summary of a memo provided by Captain Mike Martens of the Police Department relative to the status of the Phoenix Court System. His memo indicated that the system has made significant progress in the last couple of months and that the general sense is that development is moving along nicely.

Mr. Luberda informed members that the backup project for the current Enforcer system was completed. A new server was brought in and the software was installed and data transferred over and called up. We have a functioning backup system and there is no anticipated risk as to loss of data or revenue from the Court system based upon continued use of the Enforcer System during the continued development and improvement of the Phoenix System.

No action was required.

TECHNOLOGY COMMISSION MEETING MINUTES
JULY 23, 2008
PAGE 2

VII. Website Development Phase II

Director of Administration Luberda pointed out the website redesign and redevelopment proposal from Northwoods. He provided information that was just received from Northwoods relative to their Version 4 product. Discussion was held on the product and on the proposal. Mr. Luberda suggested that Northwoods be invited to the next meeting to present an overview of their product and their design services and to discuss their proposal and answer questions such as can both versions coexist on the same server during the migration strategy.

Member Meade noted that we should check in advance if our network requirements meet the system requirements as identified in the proposal. Mr. Luberda indicated that he would have Phil Markworth check into that.

Further discussion was held. Commission members suggested to have Lisa Huening attend the portion of the next meeting relative to the website since she is the primary user of the website tool.

VIII. Strategic Technology Plan: Technology Infrastructure Plan & Application Plan RFP/RFQ

Director of Administration Luberda presented the Request for Proposals and Request for Qualifications as prepared by the Strategic Technology Plan Sub-Committee. He pointed out that the only change the Sub-Committee had suggested from the document that was provided to them is that the bullet points beginning on Page 4 under "Components of a Complete Submission" be changed to a numbered list.

Discussion was held relative to the proposal. Mr. Luberda, based upon the discussion, suggested that the sentence on Page 1 regarding access to the electronic version of the Strategic Technology Plan be put in bold print. Commission members suggested that the RFP be put in a prominent position on the website. Mr. Luberda requested Commission members to identify for him any potential vendors that may be qualified applicants. He noted that there is no conflict of interest for just suggesting a potential vendor. Conflict of interest only comes into play during the selection process and any vendor is welcome to bid on the RFP.

Motion made by Member Herman and seconded by Member Kane to proceed with the process as outlined by the Technology Plan Sub-Committee. Motion carried: Ayes-All.

IX. 2009 Capital Outlay Budget – Technology Items

Director of Administration Luberda indicated that the Commission had not, in recent years, reviewed all technology related Capital Outlay requests of departments in the proposed budget, but noted that the Strategic Technology Plan as approved would seem to imply that all of those items should come before the Commission for consideration for them to make a recommendation to the Common Council. Discussion was held.

By consensus, Commission members asked that Mr. Luberda forward to them for their review, once available from the Mayor, the tentative 2009 Capital Outlay Budget technology items. Commission members would then review them and let Mr. Luberda know if any additional information was required from the department or if a department member would be asked to attend the next meeting and present their need and answer questions relative to the item. The Capital Outlay Budget for 2009 technology items would be placed on the next agenda.

TECHNOLOGY COMMISSION MEETING MINUTES
JULY 23, 2008
PAGE 3

X. Director's Report (No Action Required)

Mr. Luberda reported that one of the prior actions of the Commission turned out to have very positive results. Last year the Commission recommended purchasing additional switches to have on the shelf for emergency purpose. He noted that a switch failure was recently experienced that would have had a significant impact on both outgoing and internal emails for the Police Department, amongst other important applications. Instead of being down for a day or two to acquire and incorporate the switch in, downtime experienced was only in the neighborhood of an hour.

Commission members encouraged Mr. Luberda to reacquire a new switch for the shelf as the emergency backup replacement. Mr. Luberda indicated that he would do so.

XI. Next Meeting Date and Time – Wednesday, August 27, 2008 at 6 p.m.

XII. Adjournment

Motion by Member Herman and seconded by Member Galusha to adjourn the July 23, 2008 Technology Commission Meeting at 7:21 p.m. Motion carried: Ayes-All.