

**CITY OF FRANKLIN
TECHNOLOGY COMMISSION MEETING MINUTES
JUNE 24, 2009**

- I. The June 24, 2009 Technology Commission Meeting was called to order at 6:05 p.m. by Chairman Meade in the Hearing Room of Franklin City Hall.

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

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

- III. Review and approval of the June 3, 2009 Meeting Minutes.

Motion made by Member Maersch and seconded by Member Kane to approve the June 3, 2009 meeting minutes as submitted. Upon vote, Ayes-All, motion carried.

- IV. Health Department Electronic Records System (Software Expressions, Inc.)

Motion made by Member Strowig and seconded by Member Mittelstadt to recommend to the Common Council that the Health Department purchase the software product with the proviso that the database schema is provided and with the addition of the \$125 ODBC option. Upon vote, Ayes-All, motion carried.

Members requested Health Department provide an update following implementation.

- V. Status/Update of the Phoenix Court System

Director of Administration Luberda provided an overview of the City of Franklin's Phoenix Court System Implementation Plan which provided for acquisition of new hardware in the court room and ample testing and training during implementation. Mr. Luberda suggested that resources should be made available for development of additional reports which might be needed by court personnel. Mr. Luberda reminded members that the \$35,000 budgeted for the court room software project had gone to the bottom line of the Capital Project Fund.

Members recommended that two actions be taken to support the implementation of the Phoenix Court System. First, they supported IT's recommendation that the computer workstations in the court room be replaced and a new cash receipting station be set up. The computer workstations are at least 7 years old and they should be upgraded to work efficiently with the new software. Second, they recommend providing \$3,000 for Crystal Reports support. Crystal Reports is the report writing software used to cull information from SQL databases, such as the one used by Phoenix. It is anticipated that the testing and training period will identify additional Crystal Reports reports that need to be developed prior to final, live implementation.

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Motion made by Member Kane and seconded by Member Strowig to recommend to the Common Council that \$6,775 of the Capital Projects Fund be re-budgeted into the 2009 budget to provide approximately \$3,775 for computer workstation replacement and an additional cash receipting station, and approximately \$3,000 for consultant services in Crystal Reports. Upon vote, Ayes-All, motion carried.

VI. Website Development Phase II

Director of Administration Luberda indicated that a demonstration of the draft website pages could not be provided at this time as our projector has inadequate resolution. He provided members with the website address where they could view current progress on set up of the new website. A brief discussion was held.

VII. Strategic Technology Plan: Technology Infrastructure Plan & Applications Plan, Including Potential Collaboration with University

Director of Administration Luberda reported that in discussions with representatives from UW-Milwaukee and Marquette led to the conclusion that the Technology Infrastructure and Application Plans as a single project are too broad of scope and complex for a classroom project. He referenced an IT strategy assessment performed by students for the City of Franklin last semester. He noted, however, that opportunities for such student projects might work well where the question involved is more clearly defined and thoroughly scoped. A brief discussion was held. Member Strowig suggested investigating opportunities with UW-Whitewater as well. By consensus, members recommended we move forward with the distribution of the RFP to private sector vendors. Mr. Luberda indicated he would attempt to develop a list of potential firms. No action taken.

VIII. Network Planning & Capital Budget Planning for 2010-2012 (draft)

Director of Administration Luberda provided a proposed 2010 Capital Outlay plan and a 3-year plan for purchases. He noted that this item be placed on the next agenda for discussion after members have time to review the details.

IX. System Documentation & Documentation Audit

Mr. Luberda indicated that in recent years he has been pushing CSEI to ensure that they have sufficient and appropriate system documentation. He notes, however, that he is uncertain as to which industry standards. He requested volunteers from the Commission who would be willing to spend time one afternoon or evening to view the system documentation and perform a documentation audit of sorts. Member Strowig volunteered to participate. Mr. Luberda indicated that a date would be set in the future.

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X. Integrated Video/Audio Internet Media Streaming & Distribution Systems & Matrix of Options for Digital Audio Recorders

Discussion was held as to the status of the project and the current recommendations of the Commission. It was noted that this topic would be a primary topic of discussion at the upcoming Committee of the Whole Meeting. Discussion was held. No action taken.

XI. Director's Report

Director of Administration Luberda noted that the Technology Commission Chairman was asked to attend the next Committee of the Whole meeting by the Chairman of the Common Council to discuss the website enhancement project, the video-audio recording initiatives, and other such Technology Commission related items. Members were invited to attend.

XII. Next Meeting Date and Time – July 22, 2009 at 6 p.m.

XIII. Adjournment

Motion made by Member Maersch and seconded by Member Kane to adjourn the June 24, 2009 Technology Commission Meeting at approximately 8:42 p.m. Upon vote, Ayes-All, motion carried.