

**CITY OF FRANKLIN
TECHNOLOGY COMMISSION MEETING MINUTES
JUNE 3, 2009**

- I. The June 3, 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, Herman, Alderman Olson, Maersch, Kaufman, Mittelstadt, and Surana. Members Webler and Galusha were excused. Member Kane was absent. Also in attendance was Director of Administration Mark Luberda.

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

- III. Review and approval of the April 22, 2009 Meeting Minutes.

Motion made by Alderman Olson and seconded by Member Maersch to approve the April 22, 2009 meeting minutes as submitted. Upon vote, Ayes-All, motion carried.

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

Director of Administration Luberda provided a brief introduction on the topic and introduced Bill Wucherer, City of Franklin's Health Director, who discussed the software's functionality and need by the department. Mr. Wucherer provided a revised agreement with minor modifications and introduced two representatives from Software Expressions, Inc. who provided additional information about the software. Significant discussion was held regarding the technical specifications of the software, the functionality of the software, and contract administration issues. Member Strowig noted that the payment terms as identified were not acceptable and he preferred prepayment breakouts: contract acceptance, delivery and acceptance of the customized software, and completion of functionality testing and required training. It was noted that dividing the total contract sum by thirds was acceptable.

By consensus, members requested comment from CSEI as to the impacts and interoperability of this software with the City network. Members requested clearly written hardware requirements pertaining to this vendor's software. Alderman Olson noted concerns with the structure and format of the proposal and requested clearer documentation of the cost breakout and purchase options selected.

Motion made by Alderman Olson and seconded by Member Mittelstadt to table this item to the next meeting for review of additional information. Upon vote, Ayes-All, motion carried.

- V. Status/Update of the Phoenix Court System

Director of Administration Luberda reported that IT and the Police Department have an upgrade scheduled to Phoenix 2009 for mid June and that the court package would be installed as part of this upgrade. Discussion was held. Mr. Luberda indicated that implementation of the court software would likely require replacement or upgrading of the current court room computers, as has been previously discussed. Mr. Luberda noted that staff could bring in a proposed implementation plan following the upgrade of the software. Members requested that this item be placed on the next agenda and that staff prepare an implementation plan.

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VI. Website Development Phase II

Director of Administration Luberda reported that the website pages and software are installed on the server at Jade Technologies. He indicated that Lisa Huening had already received instruction for the Version 4 Titan software and has begun to install content onto the pages. Mr. Luberda indicated that he and the Building Inspection Permit Clerk both received training today on the software and that the Police Department representative is scheduled for training on July 1st. Discussion was held. The Chairman recognized Alderman Wilhelm who discussed concerns regarding the layout and functionality of the website, including the request that citizens be able to email all Aldermen at the same time. Discussion was held. Members indicated the desire to review the pages and progress as soon as practical. Mr. Luberda indicated that he believed a demonstration could be provided at the next meeting. He also indicated the need to further identify new information needed for the website content and to begin collection of that data information for the data input.

No action was taken.

VII. Strategic Technology Plan: Technology Infrastructure Plan & Applications Plan

Director of Administration Luberda distributed the previously reviewed draft RFP. Discussion was held. Members indicated a preference to continue to pursue project involvement through a university program but noted that absent university participation the RFP should move forward for distribution. By consensus, members directed Mr. Luberda to follow-up with university contacts to identify potential options. Mr. Luberda noted that he had recently received a copy of a MIS Operational Audit performed for Jefferson County and that he could make it available to members. Chairman Meade requested that this item be placed on the next agenda for further review.

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

Chairman Meade distributed a recommendation from the Sub-Committee as to three choices for digital audio recorders that could be used to place audio files on the website. Members noted that the immediate intent is simply to make audio copies of certain meetings available and that tabbing and indexing such audio files was a matter for future consideration. Discussion was held. Members noted that the Sub-Committee would continue to look into options related to video files. Members discussed the need to identify certain operational details such as a file nomenclature, desired bit rate, file format, necessary microphones and accessories, etc. Members recommended storing the audio files on a local network server.

Director of Administration Luberda indicated that he believed the operating budget could acquire one device to be used for testing purposes.

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Motion made by Alderman Olson and seconded by Member Surana to refer this item to the next meeting and for the Sub-Committee to further develop the recommendation and procedures and a budget and purchase plan. Upon vote, Ayes-All, motion carried.

IX. 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.

X. Next Meeting Date and Time – June 24, 2009 at 6 p.m.

XI. Adjournment

Motion made by Member Mittelstadt and seconded by Member Kaufman to adjourn the June 3, 2009 Technology Commission Meeting at approximately 8:20 p.m. Upon vote, Ayes-All, motion carried.