

**CITY OF FRANKLIN
TECHNOLOGY COMMISSION MEETING MINUTES
MAY 12, 2008**

- I. The May 12, 2008 Technology Commission Meeting was called to order at 6:01 p.m. by Chairman Meade in the Hearing Room of Franklin City Hall.

Members present were Meade, Strowig, Herman, Alderman Olson, Webler, Galusha, Kane, and Kaufman. Members Mailandt and Maersch were absent. Also in attendance was Director of Administration Mark Luberd, Captain Mike Martens of the Police Department, and Phil Markworth of CSEI.

New member Randy Kaufman introduced himself to the Commission and Commissioners greeted Member Kaufman.

- II. Citizen Comment Period: None.

- III. Review and approval of the March 26, 2008 Meeting Minutes.

Motion made by Member Strowig and seconded by Member Webler to approve the March 26, 2008 meeting minutes as submitted. Motion carried: Ayes-All.

- IV. Municipal Court Software Package

Director of Administration Luberd presented a description of the items in the packet on the matter. The first explained the development of a scoring metrics that was used to evaluate the two options before them. He provided a summary. The evaluation concluded that the Phoenix system is working and that if there is not a catastrophic problem with the existing software that the best option is to wait for Phoenix to fully develop its court system. Mr. Luberd then reported that given that conclusion, staff investigated the level of risk for catastrophic failure of the Enforcer System and relied upon Brad Bernstein who has worked with the system for the last few years. Mr. Bernstein's opinion was that the City was not at risk of catastrophic failure of the existing system because the backup that is performed is a full and complete backup not only of the data but of the program itself, so if there were any loss of the information, it could always be restored. Additionally, Mr. Bernstein mentioned that there are other sources for the software if the software itself became corrupted. Since the backup tapes are working properly there is very little to no risk of any sort of potential loss due to problems with the current system.

Mr. Luberd pointed out that due to Mr. Bernstein's recommendation, Mr. Bernstein was brought to the last meeting to share the conclusion with the Commissioners, but due to a lack of quorum the meeting wasn't held. So as not to have to pay him to come back again, Mr. Luberd indicated that Mr. Bernstein spent time with Commissioner Herman to discuss his recommendation so that Mr. Herman could confirm Mr. Bernstein's opinion to the remainder of the Commissioners. Mr. Herman provided confirmation of Mr. Bernstein's position as explained by Mr. Luberd. Mr. Luberd explained staff's recommended strategy to use available funds to purchase a replacement server for the current Enforcer server and to house it at City Hall and fully install and bring up a backup system to ensure that the hardware and data can both be brought online if there were a problem with the current server. Mr. Bernstein had indicated that at this point as long as the server continues to run fine, there is no immediate need to replace it. He did note, however, that given its 7 year age, staff should anticipate that at some point in the future it will need replacement.

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Purchase of a replacement server for Enforcer was determined to be a useful step because even if Phoenix was a fully operational court system, there is still the need to continue to use the Enforcer server for a number of years in the future as the department and the courts rely upon access to the data for recordkeeping, recording, and other court purposes. Mr. Luberdia added that he did meet with the Municipal Judge and brought him up to date with staff's current position and the Judge indicated that he was pleased to know that the current system is not at risk.

Discussion was held. Mr. Luberdia indicated that absent action otherwise from the Commission members, he would move forward with obtaining a replacement server for the Enforcer to be used as a backup and that they would do a complete install of the backup tapes and that every couple of months or so the Phoenix Court system issue would be placed back on the agenda for an update to see if they continue to make the progress they have made in the past few months.

In conclusion, Commissioners noted that the scoring sheet that was used to evaluate this matter was a very helpful device that gave them a good level of information to evaluate the proposals and encouraged similar use in the future. Member Strowig asked if the City had the expertise to deal with the startup of the new server for backing up Enforcer. Mr. Luberdia indicated that Mr. Bernstein would be the one used to carry out that process.

V. Windows XP Configuration and New Computer Systems

Director of Administration Luberdia summarized the issue for Commission members indicating that this was added to the agenda based on the notice from pc providers that Windows XP was being phased out as the operating system being provided with a computer. Mr. Luberdia is looking for any guidance or direction from the Commission as to whether staff should purchase all of their computers budgeted for the year prior to the date after which Vista would be the installed operating system or whether it would not present a concern. Mr. Luberdia indicated that barring any recommendation from the Commission to the contrary, staff would be moving forward with acquisition of computers in the regular timetable and allow Vista to appear across our network but that we might target the replacement of their new machines with Vista to those users who might be more accommodating to occasionally bumping into an aspect of the software that has the new look and feel of Vista.

No further recommendation was provided by the Commission. Mr. Luberdia indicated that some installations the City may opt to downgrade to the Windows XP license which is allowable with the Vista license that comes with the computer. He also noted that CSEI has indicated that within 90 days their technicians should be certified in Vista; a benefit that would be available to the City. Member Galusha noted that although some admin tools do not work with Vista in place there may be some difficulty getting printer drivers for older printers. The main concern to look out for is that Microsoft 2007 when used on XP does not perform as well.

VI. Website Development Phase II

Director of Administration Luberdia reminded the Commission that this item has been laid over from previous agendas awaiting additional pricing on website development as the Commission had not been pleased with the pricing results that had been received from Northwoods. In meeting with Northwoods to better understand the nature of the rewrite that we could take to other vendors to get pricing, Mr. Luberdia found out that Northwoods has changed their business motto to a vendor supported product with a maintenance agreement that provides regular updates.

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Mr. Luberda is working with Northwoods now to see if there is a potential for them to work with the City using the money that is available to migrate the City from the older version 3 the City has to their Version 4 and get on the maintenance supported product that would allow for more continued upgrades to the website in the future. Mr. Luberda indicated that he was looking at this methodology so that we would be in a position with a website that was able to continue to be enhanced in the future without having to rely on continued capital projects to find money.

Discussion was held relating to the nature of our current website product and the benefit that might be possible from a licensing product for which upgrades are available. Discussion was held on the nature of list-serve enhancements and RSS feeds. The Commission, by consensus, tabled Item VI and VII until any further information from Northwoods relative to a proposal to migrate to their version of a licensing product.

VII. Email List Serve & Website Signup

This item was tabled along with Item VI above – see Item VI above.

VIII. Capital Expenditure Fees to Continue to Provide Government Public Access Channel

Director of Administration Luberda explained the issue relative to the potential collection of capital impact fees under the new Impact Fee law that went into place. He explained that our current Franchise Fee Agreement with Time Warner Cable requires them to collect the 15 cents per subscriber fee at the point that they are instructed to do so, but that the City has never imposed that fee. He explained that now that a sunset clause has been added to that provision by the legislature, the City may wish to consider whether or not they want to look to impose that fee in order to get capital funds to enhance or improve our cable access channel or to ensure that we can provide the cable access channel on AT&T. Mr. Luberda explained that in his notice to AT&T he did notify them that they would be under a similar obligation. Mr. Luberda pointed out that AT&T has not conceded this point and that he will be meeting with AT&T to try to work out with them as to whether or not the language of the law allows for the City's current interpretation.

Discussion was held on the potential use of the capital fees and how they might be used to enhance the public access channel. Member Webler noted the Commission would need a listing of what some of the outstanding issues are and what the Commission would need to know relative to those issues for them to be able to make a decision on this matter. Mr. Luberda indicated that he also needs to get greater clarification on the potential magnitude of the dollars that could be available through this funding source.

Discussion was held on the nature and amount of capital equipment needed and the options available for hookup of the equipment. By consensus, this item was tabled until more information is available.

IX. Website and Public Access Channel Guidelines (Greg Strowig)

Member Strowig presented a summary of the information that had been provided indicating that he had done a cut and paste job from a previous document to add in the public access channel information. Mr. Strowig explained that the history of the development of the guidelines was that the intent was to focus on policy changes of the website (modification to the structure or raw look and feel of the website) and not to have to focus on content changes. The same philosophy has been extended to the public access channel. Director of Administration Luberda noted that there are also some technical corrections that can be made. For example, to reference the addition of a

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new potential video service provider, the State franchise fee, and reference that the schools also have public access channels that are in fact a City channel, thus the need to address policy related to those channels as well. Mr. Luberda did note that the only difference that he is aware of between how the policy is referenced and how the public access channel is currently being administered, is that he has allowed the extension coming from the Library to have a different look and feel from many of the pages of the general City. Mr. Luberda indicated that if he needed to discontinue this practice that the Commission direct him to do so. Otherwise, he noted that the Library prepares their own public access channel pages with modifications and tweaking by Administration and since the Library is an independent Board, he would continue to allow the Library's look and feel of their pages to be slightly different from those of the general City operations.

Mr. Luberda noted that he would work with Member Strowig to finalize the document to incorporate these updates and that it would be brought back to the Commission in the future for recommendation to the Common Council.

X. Strategic Technology Plan: Technology Infrastructure Plan & Application Plan

Director of Administration Luberda handed out a draft of an open ended scope of services that could be used to solicit bids for the two plans called for development for this year. He suggested that this document be used as the basis for the sub-committee to get together and prepare a final scope of services for consideration by the Commission. He suggested that any Commission members who have comments can forward them to him and he will make them available to the sub-committee members.

No action is required at this time. Sub-Committee members will be contacted to schedule a Sub-Committee meeting.

XI. Director's Report (No Action Required)

Director of Administration Luberda provided a summary of the content. Discussion was held. Mr. Luberda indicated that he had no further report to make.

XII. Next Meeting Date and Time – Wednesday, June 25, 2008 at 6 p.m.

Commission members discussed the next meeting date indicating it would be June 25, 2008.

XIII. Adjournment

Motion by Member Strowig and seconded by Member Kane to adjourn the May 12, 2008 Technology Commission Meeting at 7:17 p.m. Motion carried: Ayes-All.