CITY OF FRANKLIN
TECHNOLOGY COMMISSION MEETING MINUTES
MAY 28, 2014

I.   The May 28, 2014 Technology Commission Meeting was called to order at 6:25 p.m. by Chairman Meade in the Hearing Room of Franklin City Hall. Director of Administration Mark Luberda took roll call; a quorum was present.

Members present were Meade, Strowig, Alderman Mayer, Webler, and Galusha. Members Herman, Giza, and Surana were excused. Member Kane was absent. Also in attendance were Director of Administration Mark Luberda and Norb Kopka, Matt Eide, Phil Markworth and Brian Harmon of Heartland Business Systems.

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

III.   Review and approval of the August 20, 2013 Meeting Minutes.

Motion made by Alderman Mayer and seconded by Member Strowig to approve the August 20, 2013 meeting minutes as submitted. Upon vote, Ayes-All, motion carried.

IV.   City Hall Backup Security System—Report from HBS Engineers on an Assessment of the City of Franklin's Backup Structures & Methods

Director of Administration Mark Luberda gave a brief overview on the intent and purpose of this item, explaining that this backup assessment project was brought about due to some concerns of the City's IT staff. He noted that this is a draft report prepared by Heartland Business Systems (HBS) and that a final report would then be presented by HBS at a future Technology Commission Meeting. Mr. Luberda then introduced Mr. Matt Eide of HBS who provided a summary presentation on the draft report on their assessment findings of the City of Franklin's backup structures and methods. Mr. Eide noted that he is looking for input from the Commission on how they would like HBS to proceed with the Backup Assessment report. Discussion was held.

The Commission provided some input to HBS as to the collection data and framework criteria for the collection and retention of date/information and indicated the urgency of a tactical plan that would address the immediate critical backup issues.

Motion made by Alderman Mayer and seconded by Member Webler at 7:01 p.m. to take a 5-minute recess. Upon vote, Ayes-All, motion carried.

The Technology Commission Meeting was called back to order at 7:06 p.m.

Further discussion was held on the City Hall Backup Security System Assessment draft report as prepared by HBS.

Commission members and HBS concurred that HBS's action plan for the City Hall backup security system project and report is to create a tactical plan, deal with the arbitrator data outside of the backup, and begin to get the data.

V.   Review Scope of Services for an Infrastructure Assessment from Heartland Business Systems.

Director of Administration Mark Luberda introduced this item to the Commission explaining his intent of this proposal and asking for input from the Commission on the scope of the work identified to make sure they concur with what HBS is proposing for assessing the City's network infrastructure. Discussion was held.

HBS clarified that this scope of services for an infrastructure assessment would be a complete analysis of wired and wireless networks for the City of Franklin throughout all of their facilities.

Commission members concurred that this is a good and reasonable scope and price as a first step in an overall strategic assessment to be done as is called for per the Information Technology Strategic Plan, which it is the Commission's intent to be done in the fall.

VI.   Low-Power FM Radio Station

Director of Administration Mark Luberda informed the Commission that last fall the FCC had opened up a short window for application for Low-Power FM Radio Station licenses. He noted that the Common Council approved proceeding for application for a license for which the City received. Mr. Luberda further explained that a Low Power FM Radio Station is basically a radio station that covers a radius of about 6 miles from a transmitter and is primarily aimed at public service departments where you can run public service messages, broadcast meetings, school football games, etc. He noted that the City has 3 years from the time of the award of the license to have the station up and running.

Mr. Luberda further informed the Commission that a local resident who is knowledgeable in this area and who runs a radio station has offered to volunteer to help the City with this endeavor. He noted that the City would rely on help from this local volunteer and more than likely re-contract with the consultant who helped the City get the license for specific technical specifications on what kinds of technical equipment pieces are needed for this radio station.

The Commission noted that they would be interested in having the local resident volunteer attend a future Technology Commission Meeting to further explain to them the process and details of a Low-Power Radio Station. Mr. Luberda noted that he would look into this.

VII.   Technical Issues Review

No items to report.

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

Mark apprised the Commission on the article entitled "Heartland Technology Group President Peter Helander being named CEO/Executive of the Year by Post-Crescent Media" that was provided to them in their meeting packets. He noted that HBS continues to provide high quality service to the City.

IX.   Future Agenda Items.

        Cable TV – Channel 25
        Information Technology Strategy Plan

        These items were reviewed and discussed by the Commission and that they will be looked at again further down the road.

X.   Next Meeting Date and Time – July 23, 2014 (Bi-Monthly)

        An earlier meeting date may be scheduled at the call of the Chair dependent upon receiving an updated backup assessment report from Heartland Business Systems.

XI.   Adjournment

        Motion made by Member Webler and seconded by Member Galusha to adjourn the May 28, 2014 Technology Commission Meeting at 7:55 p.m. Upon vote, Ayes-All, motion carried.