

**CITY OF FRANKLIN  
TECHNOLOGY COMMISSION MEETING MINUTES  
NOVEMBER 28, 2007**

- I. The November 28, 2007 Technology Commission Meeting was called to order at 6:03 p.m. by Chairman Meade in the Hearing Room of Franklin City Hall.

Members present were Meade, Herman, Alderman Olson (arrived at 6:37 p.m.), Mailandt, Galusha, Kane, and Maersch. Members Strowig, Webler, and Mainella were excused. Also in attendance were Director of Administration Mark Luberda and Phil Markworth of CSEI.

- II. Citizen Comment Period: None.

- III. Review and approval of the October 24, 2007 Meeting Minutes.

Motion made by Member Herman and seconded by Member Kane to approve the October 24, 2007 meeting minutes as submitted. Motion carried: Ayes-All.

- IV. 27th Street Corridor Streetscape Technology Plan (Ted Grintjes)

Director of Administration Luberda indicated that Mr. Grintjes apologized for conflict with another meeting and asked that this item be tabled to a future meeting. Chairman Meade indicated that this item would be laid over to a future meeting based upon Mr. Grintjes' availability.

- V. SQL Database Administration

Director of Administration Luberda presented a summary of the database administration evaluation presented in the agenda packet. Commission members discussed with Phil Markworth of CSEI the nature and significance of proper database management. Mr. Luberda noted that the contract with CSEI provides that he and Norb Kopka of CSEI make amendments under their own signatures provided within the scope of the budget as allocated by the Common Council. Mr. Luberda noted that this proposal does fall within the budget so if approved by the Technology Commission he will move forward with implementation and it will not require separate approval by the Common Council.

Motion made by Member Kane and seconded by Member Mailandt to recommend that the City proceed with the database administration evaluation cleanup as proposed. Motion carried: Ayes-All.

- VI. Network Backup System Replacement Project

Director of Administration Luberda indicated that the backup system replacement project is a budgeted Capital Outlay item within the IS Department and that a proposal was prepared by and is the recommendation of CSEI. Commission members discussed with Phil Markworth of CSEI the details of the proposal. Mr. Luberda noted that the final draft should include a miscellaneous line item of \$255 to accommodate minor items that may be needed during implementation. (Member Alderman Olson arrived to the meeting and offered his apologies for being late due to being at another meeting.)

Motion made by Member Herman and seconded by Member Galusha to recommend that the Common Council authorize expenditures for the City Network Backup System Replacement Project as presented, with the addition of a miscellaneous line item of \$255 by CSEI. Motion carried: Ayes-5, Abstain-1 (Olson as he missed the discussion on the matter.)

**CITY OF FRANKLIN  
TECHNOLOGY COMMISSION MEETING MINUTES  
NOVEMBER 28, 2007  
PAGE 2**

**VII. 2007 Microsoft Office Software Implementation Preliminary Discussion**

Director of Administration Luberda noted that the 2007 Budget has monies to begin the Microsoft Office Software implementation. He noted that his intent is to combine those funds with the 2008 appropriation so as to initiate one larger implementation with a final implementation planned for 2009. Discussion was held by Commission members regarding potential implementation to Microsoft Office Version 2007 versus purchasing Microsoft Office 2007 licenses while installing Microsoft Office Version 2003.

Motion made by Alderman Olson and seconded by Member Mailandt that staff move forward with the implementation of Microsoft Office 2003 and that training be provided at the discretion of the Director of Administration. Motion carried: Ayes-All.

**VIII. Strategic Technology Plan**

Director of Administration Luberda noted that Commission members had previously determined that they would each provide a brief outline to him by November 15, 2007 of what they believe are items that could be included in a Technology Infrastructure Plan and in an Applications Plan, and also forward a copy of any similar plans of a different organization that they thought were good examples. Due to busy schedules, the Director of Administration did not receive any input. He suggested rescheduling a due date for input of January 7, 2008 so that information can be pulled together for the next regular Technology Commission Meeting of January 23, 2008. Discussion was held. By consensus, members agreed to the reestablished deadline of January 7, 2008 for submission of information by members to the Director of Administration.

Mr. Luberda reminded members that a presentation was being made to the Common Council at the December 3, 2007 Committee of the Whole Meeting regarding the Strategic Technology Plan. Member Webler will be giving the PowerPoint presentation. Alderman Olson encouraged all members to be in attendance.

**IX. Voicemail System Replacement**

Director of Administration Luberda reminded members that the 2007 Budget provides for a replacement of the City Hall voicemail system due to its age and the fact that it is no longer supported by the vendor. He noted the desire to stay with an Avaya product since the phone switch is an Avaya product and indicated that staff has had 3 meetings with Platinum Avaya business vendors to look at options for the system. All of the vendors have noted that it is a very straight forward project and have recommended installation of an Avaya Intuity LX system as it would require little or no training compared to the City's current system and does provide for expansion into future modular messaging areas if the City chooses to move that way. Mr. Luberda noted that the only service change anticipated was the inclusion of a limited number of additional mailboxes intended to make available the ability to send faxes via the computer. This limited number would act as a pilot project to test the need for this fax capability on a broader scale. He also noted that due to potential issues related to public record requirements, the City would not at this time look to incorporate any voicemail to email capabilities.

**CITY OF FRANKLIN  
TECHNOLOGY COMMISSION MEETING MINUTES  
NOVEMBER 28, 2007  
PAGE 3**

Mr. Luberdá explained that without opposition from the members, he would move forward with getting prices for replacement of the system and move that authorization forward to the Common Council. No opposition was noted by members and, by consensus, the Director of Administration was told to move forward with the voicemail system replacement project as reported.

**X. Director's Report**

**a. CSEI's 2008 Professional Services Agreement:**

Director of Administration Luberdá noted that he had previously discussed with the Commission the intent to continue a professional services agreement with CSEI into 2008. That contract is scheduled to go to the Common Council at their December 4, 2007 meeting. The only change to note is the incorporation of database administration capabilities within the scope of services.

**b. 2007 Budget Items and Review:**

Director of Administration Luberdá provided a summary of the Capital Projects and noted some items that he would request to the Common Council to allow to carry over into 2008 for various reasons.

**XI. Next Meeting Date and Time**

Members determined to cancel the next regular Commission meeting of December 26, 2007 due to conflicts and noted that the next regular meeting be scheduled for January 23, 2008 at 6 p.m. Alderman Olson requested to add the issue of email list serve and website signup to the January 23, 2008 meeting agenda.

**XII. Adjournment**

Motion by Alderman Olson and seconded by Member Maersch to adjourn the November 28, 2007 Technology Commission Meeting at 7:10 p.m. Motion carried: Ayes-All.