

**CITY OF FRANKLIN  
TECHNOLOGY COMMISSION MEETING MINUTES  
NOVEMBER 18, 2009**

- I. The November 18, 2009 Technology Commission Meeting was called to order at 7:05 p.m. by Vice Chairman Strowig in the Inspection Conference Room of Franklin City Hall. Director of Administration Luberda took roll call; a quorum was present with 7 members.

Members present were Strowig, Herman, Alderman Olson, Webler, Kane (arrived at 7:09 p.m.), Maersch, Surana, and Mittelstadt. Members Galusha, Kaufman, and Meade were excused. Also in attendance was Director of Administration Mark Luberda.

- II. Citizen Comment Period – Vice Chair Strowig noted that there were no citizens present.

- III. Review and approval of the August 26, 2009 Meeting Minutes.

Motion made by Alderman Olson and seconded by Member Maersch to approve the August 26, 2009 meeting minutes as submitted. Upon vote, Ayes-All, motion carried.

- IV. Audio and/or Video Internet Media Streaming & Distribution Systems.

Director of Administration Luberda presented a summary of his plan to begin digitally recording meetings on a regular basis. Two additional recording devices will be purchased for the Clerk's Office from the IS operating budget. Administration staff (Lisa Huening) will learn to manipulate the files and help teach the Clerk's staff. The goal is to release the new website in January and have digital audio of some meetings posted at that time. Mr. Luberda noted that the model recorder being used is no longer available so they will purchase a model with similar specifications. Additionally, he noted that the necessary splitters would be purchased to enable the devices to accept a direct feed from the Council Chamber sound system. Members noted that the next objective is to tag or link the spots on the agenda to locations on the recording to enable individuals to more readily find their item of interest on the media file. Members noted the easiest, most manual manner to achieve this is to simply note on the posted agenda an approximate start time for each agenda item. Members noted that at some point in the future the City may wish to invest in the software or in a service to automatically link agenda items to spots in the audio file.

Members discussed reconvening the Video/Audio Streaming Sub-Committee to recommence discussions on streaming video of Common Council meetings. Members Kane, Herman, Maersch, and Meade will identify a meeting date.

- V. Strategic Technology Plan: Technology Infrastructure Plan & Application Plan

Director of Administration Luberda reminded Commission Members that funds for this purpose had dropped to the bottom line of the Capital Project Fund. At that time, the Common Council had indicated a willingness to reapprove the appropriation when the time came. By consensus members unanimously supported moving forward with issuing the RFP after the Common Council confirms the availability of the funds. Members noted that the plans are essential to setting the future direction of the City's IT structure and networks. Discussion was held.

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Motion made by Member Webler and seconded by Member Mittelstadt that the Technology Commission put in front of the Common Council a request to re-appropriate the \$22,500 previously made available for purposes of developing a Technology Infrastructure Plan and Applications Plan. Upon vote, Ayes-All, motion carried.

VI. Preliminary Review of IT Service Contracts (CSEI & Geographic Marketing Advantage)

Director of Administration Luberda distributed a sheet that addressed the possible cost structure of the CSEI contract for 2010. Mr. Luberda requested input on the potential value of restructuring the contractual staffing from separate Level I and Level II to a blended "Dual Technician" working on both Level I and Level II type work. Discussion was held. It was noted that for the same number of hours (88) a dual technician costs about \$18,038 more, but reducing the staff by 8 hours to exactly 2 FTE is about \$1,762 cheaper. The net result is that for about the same cost it appears that the City loses 18 hours of Level I service but gains 10 hours of Level II service. Members noted that there may be some flexibility and benefit to having two people with Level II skills that can provide immediate back up to each other. Members noted a concern with the potential for greater turnover and the problems associated with turnover. Members believed that a dual technician is more likely to leave to move to a job that is all Level II type work. Members also discussed the greater likelihood of duplication of effort with both dual technicians having to work together and coordinate City-wide network issues. Members discussed the potential benefit and greater costs and risks, but no action was taken.

Mr. Luberda reported that he plans to move forward with a continuation contract with Geographic Marketing Advantage for 2010 GIS services.

VII. Director's Report

Director of Administration Luberda reported that the GIS Rewrite Project is a little behind schedule but is progressing very well. There has been very good progress and documentation. It will absolutely be completed before Christmas. One change has been required; however, Version 9.3 is incompatible with the intended web ADF format for the Franklin View Mapping Tool. PlanGraphics, Inc. has requested to develop the tool in the "flex" environment which is a benefit to us making the product more customer friendly and easier to add on to. This was considered a plus.

Mr. Luberda reported that the Website Phase II is still hoping to be online starting in January but this is aggressive. Members suggested that leaving unfinished pages inaccessible, instead of "under construction", is the preferred method.

Mr. Luberda requested that the vendor and representatives for other communities using Phoenix all recommended holding off on installing the court package separately as the new release of Phoenix will have the court package built in. This would avoid doing two installations. The release should be ready in December.

Mr. Luberda reported that it is the Finance Director's intent to install a software module that would make property tax bills available online. He has just started investigating it and may have to move it forward prior to the next meeting.

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VIII. Next Meeting Date and Time

By consensus, members decided to move the next meeting to December 16, 2009 at 6 p.m. due to the Christmas holiday.

IX. Adjournment

Motion made by Alderman Olson and seconded by Member Herman to adjourn the November 18, 2009 Technology Commission Meeting at 7:42 p.m. Upon vote, Ayes-All, motion carried.