

**CITY OF FRANKLIN
TECHNOLOGY COMMISSION MEETING MINUTES
SEPTEMBER 24, 2008**

- I. The September 24, 2008 Technology Commission Meeting was called to order at 6:06 p.m. by Vice Chairman Strowig in the Hearing Room of Franklin City Hall.

Members present were Strowig, Herman, Alderman Olson, Webler, Kane, Maersch, and Kaufman. Members Meade and Galusha were excused. Also in attendance was Director of Administration Mark Luberda.

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

- III. Review and approval of the August 27, 2008 Meeting Minutes.

Motion made by Alderman Olson and seconded by Member Herman to approve the August 27, 2008 meeting minutes as submitted. Motion carried: Ayes-All.

- IV. Recommendation to Install HAM Radio Antenna

Motion made by Alderman Olson and seconded by Member Webler to recommend to the Common Council approval of the Viking Communication plan of service pending verification that there is not a current acceptable HAM Radio antenna already in place. Motion carried: Ayes-All.

- V. Status/Update of the Phoenix Court System

Director of Administration Luberda indicated that the Court module is scheduled to be included in the October release of the upgrade to the Phoenix System. Phil Markworth of CSEI is told that the module addresses 98% of the expected functionality including the cash register, report generation, and data entry screens. Mr. Markworth is not sure what the other 2% of functions are.

Mr. Luberda noted that the Commission can look at the package at that time and if it is good and ready to be implemented, he will recommend that the budgeted resources be used to replace the existing computers. He further noted that he is going to try to get a demo in advance so that the new computers are in place prior to implementation of the new release.

Informational item only – no action taken.

- VI. Website Development Phase II

Director of Administration Luberda noted that due to the unanticipated, last minute absence of Chairman Meade, he and Chairman Meade respectfully request that this item be laid over to a special Technology Commission Meeting and recommended rescheduling it for Monday, October 6, 2008 at 6 p.m.

By consensus, Commission Members concurred with the October 6, 2008 special meeting date.

- VII. Development of Integrated Common Council Video/Audio Internet Media Streaming & Distribution System & Budget Recommendations (Status by Sub-Committee)

Sub-Committee Members provided a status report on video/audio streaming.

TECHNOLOGY COMMISSION MEETING MINUTES
SEPTEMBER 24, 2008
PAGE 2

The Sub-Committee is recommending that a trial taping be done of a Common Council Meeting by volunteers of the Sub-Committee using available and loaned equipment. The purpose of the trial taping would be to better establish specifications for such a system that could be tailored specifically to the City of Franklin's scenario. The electronic file would be made available via the website. Director of Administration Luberda recommended that the Common Council be requested to provide authorization for the trial taping and website application.

Discussion was held regarding the need to replace the current meeting tape recording system with digital recorders and appropriate microphones.

Sub-Committee Members indicated that the next meeting is tentatively scheduled for October 17th, during which they plan to discuss software needs and hardware units that would be needed.

VIII. Director's Report (No Action Required)

Director of Administration Luberda provided a status report to the Commission on the Telephone Service RFP's indicating that the RFP's were still currently under review and that he would be working with the apparent preferred vendor, once determined. On development of the final contract documents, a presentation to the Common Council will be made.

Mr. Luberda noted that members receive both electronic and hard copies of meeting packets and he asked members if they are satisfied with receiving electronic pdf documents of the meeting agenda and packet information or if hard copies are also needed via the mail. By consensus, members indicated that electronic files are sufficient.

Mr. Luberda noted that the Commission had previously encouraged him to work with the University systems regarding the City's Strategic Plan and other related policy matters. He noted that he was working with representatives from Marquette University to allow a graduate level class workgroup to perform a strategic assessment of the City's IT environment. Mr. Luberda noted that although this does not directly address the matter of the infrastructure and applications plan, he felt it was a good opportunity to develop a relationship with the University as requested by the Commission. They would be performing the assessment by reviewing existing strategic documents and possibly performing some interviews. Mr. Luberda noted that he would provide Commission members a copy of the final document once received.

Mr. Luberda reminded Commission members that at the last meeting a discussion was held regarding the use of virtual servers and that the Commission had been supportive of its implementation. He further noted that the City had recently run a test of the virtual servers simulating a crash of the main server. The test was successful in that the virtual server was up and running within less than 2 minutes of their time. Discussion was held.

TECHNOLOGY COMMISSION MEETING MINUTES
SEPTEMBER 24, 2008
PAGE 3

IX. Next Meeting Date and Time

Monday, October 6, 2008 at 6 p.m.
Wednesday, October 22, 2008 at 6 p.m.

X. Adjournment

Motion by Member Webler and seconded by Member Herman to adjourn the September 24, 2008 Technology Commission Meeting at 6:53 p.m. Motion carried: Ayes-All.