

**CITY OF FRANKLIN
TECHNOLOGY COMMISSION MEETING MINUTES
JANUARY 27, 2010**

- I. The January 27, 2010 Technology Commission Meeting was called to order at 6:01 p.m. by Chairman Meade in the Hearing Room of Franklin City Hall. Director of Administration Lubberda took roll call; a quorum was present.

Members present were Meade, Strowig (arrived at 6:04 p.m.), Herman, Alderman Olson, Kane, Maersch, and Mittelstadt. Member Webler, Galusha, Kaufman, and Surana were excused. Also in attendance were Director of Administration Mark Lubberda and Assistant Fire Chief Lloyd Bertram.

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

- III. Review and approval of the December 16, 2009 Meeting Minutes.

Motion made by Member Maersch and seconded by Member Kane to approve the December 16, 2009 meeting minutes as submitted. Upon vote, Ayes-All, motion carried.

Member Strowig arrived at 6:04 p.m.

- IV. Electronic Patient Care Records Agreement for the Fire Department

Assistant Fire Chief Lloyd Bertram presented this item to the Commission.

The Technology Commission requested that the contract incorporate that the Fire Department/City have EMS Medical Billing Associates, LLC sign a Business Associates Agreement (BAA) and require that a monthly XML backup be performed.

Motion made by Alderman Olson and seconded by Member Strowig to recommend that the Common Council approve “Addendum A” of the “Agreement for Professional Services Emergency Medical Service User Fee Billing Services Between the City of Franklin and EMS Medical Billing Associates, LLC” pertaining to utilization of Imagetrend Software Products as amended with the items requested by the Technology Commission. Upon vote, Ayes-All, motion carried.

- V. 2010 IT Service Contract with Connection Strategies & Enterprise, Inc.

Director of Administration Mark Lubberda presented a draft agreement to the Commission between the City and Connection Strategies & Enterprise, Inc. (CSEI) for 2010 IT services.

Motion made by Member Meade and seconded by Member Maersch to recommend to the Common Council approval of the “Connection Strategies Enterprises, Inc. (CSEI) Services Agreement” between the City of Franklin and CSEI effective March 1, 2010 as drafted by Director of Administration Lubberda. Upon vote, Ayes-All, motion carried.

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VI. Assessment Search on City Website

Director of Administration Luberda presented documents showing the City's current on-line assessment search results and those offered by CLT, the City's Assessing firm. CLT is offering installation of the software for free. Discussion was held. Motion made by Member Maersch and seconded by Alderman Olson to use the new assessment software presented and discontinue the current assessment software. Discussion was held. Numerous questions were presented, for example how the system would work with the new website and if there would be future costs. Director of Administration Luberda offered to gather additional information. Member Maersch withdrew his motion. No action taken.

VII. Standardized Hardware & Base Software Purchasing Procedures (Ald. Olson)

Alderman Olson presented a concern that he believed the City might benefit from an administrative policy that guided the acquisition of hardware and software so that there was standardization consistent with the concepts in the Information Technology Strategic Technology Plan. Mr. Luberda indicated he could try to prepare a draft policy. This item will return to a future meeting. No action taken.

VIII. Website Usage Reports (Ald. Olson)

Director of Administration Luberda reviewed the website usage reports as provided to the members.

Alderman Olson indicated that the attached information is the kind of information the Commission should be looking for and suggested it be provided every few months. Chairman Meade indicated that staff might also look at the information available through other sources such as Google Analytics. Mr. Luberda indicated that following the move to the new website a standardized set of metrics will be selected.

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

Chairman Meade introduced the topic asking what was the remaining business of the sub-committee. Alderman Olson suggested that a deployment plan was needed for each of the Committee's or desired meeting, to settle on an appropriate bit rate and format, and to consider how the recording shows up on the website. A good, fast compression software was recommended. After that, the sub-committee could consider a software package to link the audio recording to the agendas and minutes. Discussion was held.

An Audio/Video Streaming Sub-Committee Meeting was scheduled for Thursday, February 11, 2010, at 6 p.m. (members are Maersch, Kane, Herman, and Meade).

X. Director's Report

-GIS Rewrite Project Status with PlanGraphics, Inc. Director of Administration Luberda reported that they are at the point of cleaning up loose ends, but there is still final testing needed. He noted he was not aware of any major outstanding issues.

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-Website Redevelopment Phase II. Director of Administration Luberda indicated that there is enough of a history available on line. He indicated that he would then use the remaining time in February to go through the pages and look for items and outstanding issues.

-Municipal Court Package. Director of Administration Luberda reported that it has been delayed with the staff transition that occurred in the Police Department. Mr. Luberda noted that Captain Noel is transitioning in the role and is focusing on the Police Department items in priority order. Our current court package and back up continues to work, so we remain in a low risk position.

XI. Next Meeting Date and Time – February 24, 2010 at 6 p.m.

XII. Adjournment

Motion made by Alderman Olson and seconded by Member Maersch to adjourn the January 27, 2010 Technology Commission Meeting at 7:15 p.m. Upon vote, Ayes-All, motion carried.