

**CITY OF FRANKLIN
TECHNOLOGY COMMISSION MEETING MINUTES
JULY 28, 2010**

- I. The July 28, 2010 Technology Commission Meeting was called to order at 6:07 p.m. by Chairman Meade in the Hearing Room of Franklin City Hall. Director of Administration Luberda took roll call; a quorum was present.

Members present were Meade, Strowig, Herman, Webler, Kane, Maersch, and Surana. Members Galusha, Mittelstadt, and Alderman Olson were excused. Member Kaufman was absent. Also in attendance were Director of Administration Mark Luberda and Dennis McDonald of Heartland Business Systems.

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

- III. Election of Chair & Vice Chair

Motion made by Member Maersch and seconded by Member Kane to nominate Member Scott Meade as Chair and Member Greg Strowig as Vice Chair of the Technology Commission. Member Strowig called for further nominations. Hearing none, nominations were closed and a vote upon the motion was in order. Upon vote, Ayes-All, motion carried.

- IV. Review and approval of the May 26, 2010 Meeting Minutes.

Motion made by Member Strowig and seconded by Member Kane to approve the May 26, 2010 meeting minutes as submitted. Upon vote, Ayes-All, motion carried.

- V. Emergency Notification System Including Presentation by Code Red

A “GoToMeeting” web demonstration was made to the Technology Commission by Mr. Jim Erickson of Code Red, one of the vendors of Emergency Notification System services. Following the web demonstration, discussion was held on service characteristics, options, and pricing as presented in the packet.

Motion made by Member Webler and seconded by Member Maersch that provided the Director of Administration finds the School District’s service does not create an opportunity for shared services and based upon the Common Council’s intended policy for use of an Emergency Notification System, the Technology Commission recommends that the Common Council direct the Director of Administration to negotiate a contract for an Emergency Notification System with Code Red. Upon vote, Ayes-All, motion carried.

Motion made by Member Webler and seconded by Member Kane to recommend that staff commence preparation of an administrative policy for operation of an Emergency Notification System for the City of Franklin. Upon vote, Ayes-All, motion carried.

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VI. Software Strategies & Options including but not limited to Operating Systems, Office Suite, and Anti-Virus/Internet Security Packages

Director of Administration Luberda and Dennis McDonald of Heartland Business Systems presented this item to the Technology Commission members.

Windows Operating System: Mr. McDonald explained that they are getting Windows 7 but buying XP downgrade. Members identified the primary concern as testing the new operating system with the existing software. The only criteria is whether the software applications work. The Commission recommended to test the application and move forward person by person or department by department.

Office Package: Director of Administration Luberda reminded members of the current practice, as previously recommended by the Technology Commission, purchasing Office 2007 but installing Office 2003. It was noted that Office 2010 is on the horizon. Member Webler suggested considering "software as a service". Discussion was held. By consensus, members recommended beginning to look at moving to Office 2007 and consider a related training strategy. Members noted software service should be given a greater evaluation when the City considers Office 2010.

Exchange 2010: Members noted no significant concerns moving toward Exchange 2010 but noted to look for compatibility with email attachments, spam filter, etc.

Server 2008: By consensus, members noted clear operation and productivity advantages to Server 2008. They noted if there is a good testing regime than there is no reason not to move forward with Server 2008.

Anti-Virus: Mr. McDonald indicated the City currently uses Symantec Endpoint. Mr. McDonald and members concurred that Symantec Endpoint may include more capabilities and add-ons than needed. Members concurred that Microsoft Security Essentials is very good when used on desktop computers. Members indicated that AVG also has a good anti-virus software. By consensus, members concurred that consideration of alternative anti-virus software other than Symantec was appropriate.

VII. Server Virtualization Update

Dennis McDonald provided members with schematics identifying the extent and strategy of server virtualization. Mr. Luberda indicated that he was looking for input from the Commission as to whether the server virtualization strategy in general structure appeared reasonable and appropriate. Discussion was held. By consensus, members indicated the virtualization strategy as outlined and discussed is appropriate.

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VIII. Preliminary 2011 Capital Budget

Dennis McDonald distributed a document entitled 2011 Budget and Projects. Discussion was held. Relative to Item 2, members recommended considering looking at buying extended warranties when appropriate, such as when there has been little or no maintenance or problems during the initial 3-year period. Weighing the benefits of technology advances against the reduced cost of extended warranties can be done on a case-by-case basis. Relative to Item 4, members indicated the priority should be increased as this represents a more critical need. Relative to Item 7, members noted that although this item is not critical at this time, it provides a very substantial “bang for the buck” by offering significant operating efficiencies. Members recommended incorporating that into the 2011 budget. Relative to Item No. 8, members noted the web filter could be different than the Barracuda brand.

Director of Administration Luberda noted that the final document will also incorporate \$3,500 to \$5,000 for unanticipated computer and peripheral replacements as appears in each year’s budget. He also noted this budget or the Engineering Department budget will include a request for a large format scanner.

IX. Director’s Report on IT Operations (No Action Required)

No report was made.

X. Next Meeting Date and Time – August 25, 2010 at 6 p.m.

Director of Administration Luberda noted that he would be unavailable for the next scheduled meeting.

XI. Adjournment

Motion made by Member Strowig and seconded by Member Kane to adjourn the July 28, 2010 Technology Commission Meeting at 8:24 p.m. Upon vote, Ayes-All, motion carried.