

**CITY OF FRANKLIN  
TECHNOLOGY COMMISSION MEETING MINUTES  
MARCH 24, 2010**

- I. The March 24, 2010 Technology Commission Meeting was called to order at 6:02 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, Alderman Olson, Webler, Maersch, Mittelstadt, and Surana (arrived at 6:09 p.m.). Members Galusha, Kane, and Kaufman were excused. Also in attendance were Director of Administration Mark Luberda, Phil Markworth of Heartland Business Systems (HBS), Captain Eric Schroeder and Captain Joe Noel of the Police Department.

- II. Citizen Comment Period – Alderman Olson noted that as there is an election coming up, if he is not successful in his reelection bid he wanted to note to the Technology Commission members that it has been an honor and pleasure working with them.
- III. Review and approval of the January 27, 2010 Meeting Minutes.

Motion made by Member Maersch and seconded by Member Herman to approve the January 27, 2010 meeting minutes as corrected to change clock times throughout to 5 minutes earlier as the clock was 5 minutes off. Upon vote, Ayes-All, motion carried.

- IV. Franklin Police Department Digital In-Car Video System

Captain Schroeder and Captain Noel presented the history of the digital in-car video system project development and a summary of the reasons for recommending the Panasonic product. Discussion was held. (*Member Surana arrived at 6:09 p.m.*) Members concurred that the Panasonic was an industry leader in its field and that an option that provides SAN storage is the most flexible in the long term. Members recommended not being overly frugal or conservative on access points or storage capacity. Member Webler asked about the available appropriations. Director of Administration Luberda explained the plan phased in appropriations that began in 2008.

Motion made by Member Webler and seconded by Member Strowig to approve or recommend the Police Department's equipment acquisition request with DVR Option No. 1. Upon vote, Ayes-All, motion carried.

- V. Property Assessment Search on City Website

Director of Administration Luberda reminded members that this item was continued from the last meeting where extra information was requested. He noted that the software does have some of the flexibilities required and would be free for 3 years, however, after that, the annual cost is currently 12 cents per parcel or approximately \$1,440 per year. He noted that our current assessment search tool is functioning in the new website environment and generally costs \$375 per year to maintain. Discussion was held.

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Mr. Luberda indicated that without a different recommendation from the Technology Commission he did not intend to pursue the option at this time. By consensus, members suggested Mr. Luberda research a direct, content-sensitive link from the City's website to the County's property records webpage. No action was taken.

VI. Discussion of Policy for Use of Smartphones/PDA's

Alderman Olson noted that he asked for this item to be placed on the agenda as he understood that more departments were pursuing using Smartphones in their operations. Director of Administration Luberda explained that up until now use had largely been restricted to the Police Department and Health Department using grant funding. Additionally, the Fire Department is considering potential applications. Discussion was held concerning the broader application of this technology across City operations. By consensus, Members indicated that use within the department would be governed by the department head and budget appropriations. Use would further be governed by the City's Internet Use Policy. Members noted that the Technology Commission encourages use of all available technologies and that any department wishing to use Smartphones and PDA's seek the approval of the Mayor. By consensus, Members requested Mr. Luberda to draft a short policy incorporating these concepts including that the City does not currently support iPhones or Blackberry's or encourage text or multi-media messaging. Mr. Luberda was asked to bring the policy to a future meeting when it becomes available.

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

Director of Administration Luberda indicated that he put this on the agenda because the Video/Audio Streaming Sub-Committee had held a meeting since the last full Technology Commission meeting and thought members might still have something to report. Additionally, he noted that this item is related to Item IX on the agenda and without objection he would discuss Item IX at this time.

*(Moved to Item IX. on the agenda.)*

IX. Heartland Business Systems IT Service Agreement

Director of Administration Luberda explained that CSEI had ceased doing business and/or operations and contracts were taken over by Heartland Business Systems (HBS). Due to the timing of the renewal of the City's CSEI contract, the City has instead contracted directly with HBS. The new association with HBS makes available to us the audio/video divisions of HBS. HBS technicians did come down and look at the City's Common Council Chamber audio and video system and are preparing a variety of recommendations and quotes relative to the necessary fixes and potential upgrades.

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*(Returned to Item VII. on the agenda.)*

- VII. (Continuation of Item VII. above.) Members indicated that they are interested in reviewing the audio/video options presented by Heartland Business Systems (HBS). Sub-Committee Members noted that they are still developing guidance on the technical specifications for the audio recording hardware and software formats but that it appears an MP4 format is most appropriate. Discussion was held. Chairman Meade noted that administrative issues, such as checking out a recording device, can be established by City staff. Director of Administration Lubberda noted he would work with the City Clerk on these items. No action taken.

VIII. Common Council Chamber Audio and Video Devices

Director of Administration Lubberda noted that this item was placed on this agenda in the event the Common Council Chamber audio/video system fixes and/or upgrade quotes and recommendations of Heartland Business Systems (HBS) were available for this meeting. He indicated that the quotes and recommendations were not available and that he would receive them on Monday so no further discussion was needed on this item at this time. Chairman Meade repeated that the Commission would like to see these recommendations. Mr. Lubberda indicated that he may need to move forward promptly with repair of the Common Council camera and other items depending on cost and available appropriations.

X. Director's Report

GIS Rewrite Project Status with PlanGraphics, Inc. – Director of Administration Lubberda noted that as of today it was expected that the development phase of the GIS Rewrite Project was completed and staff would move into the implementation stage. He noted that the FranklinView mapping project will continue final development while the Editapp portion is implemented.

Website Development Phase II – Director of Administration Lubberda noted that the revised website is ready for release and it has been made available to the Mayor for his review and for authorization for implementation. Mr. Lubberda noted that he believed the implementation would occur within the next 2 weeks. Mr. Lubberda noted that the static maps would be available, but the interactive mapping tool would be available 2 to 4 weeks later. Member Maersch noted that he was reviewing the site and found it to be very functional and intuitive.

Municipal Court Package – Captain Joe Noel of the Police Department noted that a date of April 15, 2010 has been set for implementation and training is scheduled for the following week.

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Review of the Common Council Action on the Electronic Patient Care Records item – Director of Administration Luberda noted that Common Council followed the Technology Commission’s recommendation and approved the Electronic Patient Care contract.

XI. Next Meeting Date and Time – April 28, 2010 at 6 p.m.

XII. Adjournment

Motion made by Alderman Olson and seconded by Member Maersch to adjourn the March 24, 2010 Technology Commission Meeting at 7:51 p.m. Upon vote, Ayes-All, motion carried.