

**CITY OF FRANKLIN
TECHNOLOGY COMMISSION MEETING MINUTES
NOVEMBER 17, 2010**

- I. The November 17, 2010 Technology Commission Meeting was called to order at 6:04 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 6:06 p.m.). Members Galusha, Kane, and Kaufman were excused. 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. Review and approval of the October 27, 2010 Meeting Minutes.

Motion made by Member Maersch and seconded by Member Herman to approve the October 27, 2010 meeting minutes as submitted. Upon vote, Ayes-All, motion carried.

- IV. Password Policy

Motion made by Alderman Olson and seconded by Member Mittelstadt to recommend an interim computer password policy for the City, except for the Police Department, that matches that of the Police Department except that Item 3. should say that Special Characters should be used, such as *<%\$^, etc., and that Item 4 should say “I.T. may restrict dictionary words and proper nouns as passwords”. Upon vote, Ayes-All, motion carried.

- V. Disaster Recovery Plan

Director of Administration Mark Luberda introduced the topic and indicated that a previous version was the basis for the current draft as prepared by Dennis McDonald of Heartland Business Systems. Mr. McDonald apologized to Committee Members if any were offended due to the use of an unrelated name as a place holder that was not removed from his draft prior to distribution. Director of Administration Luberda indicated that he had discussed the matter with HBS. Mr. McDonald then presented a summary of the document. Director of Administration Luberda indicated that the primary goal was to determine if members noticed any particular section as missing. Discussion was held. Members liked the plans generally discussed by Mr. McDonald for continued improvement to the document. Member Webler summarized the issue as, “This is a good first step”.

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VI. Technical Issues Review

Director of Administration Mark Luberda gave a brief comment that “Technical Issues Review” will be commonly used to present brief operating issues to the Committee to help provide guidance to the Director of Administration in his oversight of HBS operational recommendations.

a. Reverse Proxy Server vs. Firewall

Dennis McDonald of Heartland Business Systems explained that in order to improve performance of certain GIS features, the reverse proxy server will not be used, but that the firewall will provide adequate security. Discussion was held. There was no dissent by members as to Mr. McDonald’s recommended plan.

b. Email Vault vs. Exchange Server vs. Hosted Solutions

Dennis McDonald of Heartland Business Systems explained the annual maintenance costs associated with the email vault server. Discussion was held as to the various features of the hardware item. Members noted that maintenance costs of 20% is not out of bounds in this current arena. Members agreed by consensus that considering Exchange server for this functionality may work, but that the current product may be the best choice if our functionality requirements remain the same. Continuing to provide maintenance agreements for the item for the next two years or so is likely appropriate until such time that the device is closer to the end of its useful life and a more detailed review can be performed.

c. User Group Policies

Dennis McDonald of Heartland Business Systems explained his intent of employing user group policies as part of workstation maintenance. Members agreed with his approach as explained.

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

Auditor’s Report. Director of Administration Mark Luberda went through each of the items in the Financial Auditor’s previous report relative to IT Operations. For most of the items, corrections were underway. Members requested a copy of the next auditor’s report upon completion.

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VIII. Heartland Business Systems & Geographic Marketing Advantage Services & Service Agreements

Director of Administration Mark Luberda informed the Commission that it was his intent to extend IT and GIS service agreements with Heartland Business Systems and Geographic Marketing Advantage for 2011. It was the consensus of the Commission that absent extenuating circumstances and reasonable rate increase to continue where we are going with the City's IT and GIS services.

IX. Future Agenda Items

1. Website addition to Twitter and other social media.
2. Phone systems
3. Status report on recording and posting of meetings.

X. Next Meeting Date and Time – December 22, 2010 at 6 p.m.

Due to the Christmas Holiday, the December Technology Commission Meeting date will be left to the call of the Chair.

XI. Adjournment

Motion made by Alderman Olson and seconded by Member Maersch to adjourn the November 17, 2010 Technology Commission Meeting at 7:28 p.m. Upon vote, Ayes-All, motion carried.