

MINUTES
CITY OF PORT WASHINGTON
TECHNOLOGY COMMITTEE MEETING
Tuesday October 8, 2013, 8:30-9:30 a.m.

1. **Roll Call-** Members present were David Nimmer, Doug Miller, Tom Hudson, Randy Tetzlaff, Judy Klumb, Mike Keller and Susan Westerbeke
2. **Old Business -** None.
3. **New Business**
 - A. Approve minutes from September 2013.- **Motion made by Judy Klumb, seconded by Randy Tetzlaff to approve the minutes as presented. Motion carried unanimously.**
 - B. Establish budget number estimate for phone system conversion.- Discussion was held on the budgeted estimates for the current phone system and what future budget needs will be. Current phone system monthly costs are \$6,000, which includes all systems such as fax, internet, T-1 lines, cell service. Start up costs for a new system in all locations, which would include fiber installation, SIP, Fax lines would be \$4,500 at City Hall and all other locations \$2,500. Start up costs for phones would average \$200. Ongoing costs for fiber connection at locations and bandwidth of phone system and Wi-Fi would be between \$3,000 and \$4,200 per month all departments. City Wi-Fi would be an additional \$1,500.
 - C. Review presentation, services, options and quote from Springbrook.- Judy Klumb and Doug Miller gave a report on Springbrook's system presentation. Comparisons were made between Springbrook and Civic System, the most significant was that Springbrook is a web based program with data storage on the Cloud. This would eliminate the need for the costs of IT staff and new equipment including servers being brought in. This Springbrook system also has a number of program enhancements available that Civic Systems does not. **Motion made by Judy Klumb, seconded by Tom Hudson to explore costs between Civic Systems and Springbrook including site visits to review programs. Motion carried unanimously.**
 - D. Identify services, applications, and issues for new phone system.- This item will be discussed at the November meeting.

4. *Any other business that may come before this committee-* None.

5. *Next Month*

E. Check on progress of 2013 software upgrades.

F. Review and approve software upgrade list by department.

G. Establish timeline for software updates 2013.

H. Discuss timeline and solution for Common Council session recording and accessibility to the public live, delayed and on demand.

6. *Next Meeting Date: November 12, 2013 at 8:30 a.m.*

7. *Adjournment-* Motion made by **Judy Klumb**, seconded by **Tom Hudson** to adjourn the meeting at **9:15 p.m.** Motion carried unanimously.