

City of Manchester

Information Systems Meeting Minutes

May 21 , 2019 @ 4:30 PM

Attendance :

Present for the meeting were Alderman Howard, Alderman Messick, and Information Systems Director Smotherman.

Call to Order:

Chairman Howard called the meeting to order. Chairman Howard made a motion to approve the prior minutes and second by Alderman Messick. Minutes approved with a vote of 2-0.

New Business :

IS Director Smotherman opened up a discussion regarding new banner pictures to be added to the city's website. Chairman Howard made a motion to add the new banner pictures to the city's website and Alderman Messick second. It approved with a vote of 2-0.

IS Director Smotherman opened up a discussion regarding purchasing a Disaster Recovery service provided by Tyler Technologies that would ensure continued access to Incode data in the event of a natural or man-made disaster. The cost for this service is \$5,071 annually. Chairman Howard made a motion to purchase a Disaster Recovery Service from Tyler Technologies. It was not approved with Chairman Howard voting yes and Alderman Messick voting no resulting in a vote of 1-1.

IS Director Smotherman opened up a discussion regarding adding video to the city's website. In order to add an embedded video to the city's website, an add-on video software package from CivicPlus would have to be purchased or a YouTube account would have to be created. Chairman Howard and Alderman Messick agreed that Tourism takes care of creating video for promoting the city and that the city's website should be about municipality information. Both agreed that the city's website provides a link to the Tourism website and that the city's website does not need to duplicate any video or information that Tourism is or will be promoting. Both agreed that the city's website should provide links to other city-oriented websites but should not be duplicating the same information or video that is on another city-oriented website. Both Chairman Howard and Alderman Messick agreed to not purchase add-on video software from CivicPlus or create a YouTube account.

IS Director Smotherman opened up a discussion regarding a social media disclaimer policy on each of the city's social media sites such as Facebook. Chairman Howard and Alderman Messick agreed to have City Attorney Ewell review a sample social media disclaimer policy for local governments and get his opinion before adding a social media disclaimer to each of the city's social media sites.

Adjournment:

Chairman Howard made a motion to adjourn the meeting.

Chairman Howard of I.S. Committee