

City of Manchester
Information Systems Meeting Minutes
March 20, 2023 @ 4:30 PM

Present for the meeting were Chairman Parsley, Alderman Anderson, Mayor Howard, and Information Systems Director Smotherman. Others present were Finance Director Lisa Myers, Assistant Finance Director Jorita Scott, and Assistant Water Director Kevin Raney.

The Information Systems (IS) Committee held its regular meeting on Monday, March 20, 2023 at 4:30pm in the Board Room at City Hall.

Alderman Anderson made a motion to approve the prior minutes and second by Chairman Parsley. Minutes approved with a vote of 2-0.

The IS Committee discussed the heat/air problem in the Information Systems Office. Alderman Anderson inquired about other maintenance employees from other City departments being able to help with HVAC and other building maintenance issues in City Hall. It was discussed that maintenance employees from other City departments do help out if they have the expertise to do it. Chairman Parsley suggested to have Rusty Tensfield come make a recommendation and give an estimate on what is needed to fix the air problem in the IS Room. It was decided to get an estimate and take it to the Finance Committee.

IS Director Smotherman presented a draft Information Security Policy for the City. It was discussed that an Information Security Policy will be required for the Water & Wastewater Cybersecurity Technology Plan, which has to be completed by July 1, 2023. It was decided to give the committee members and Christine David time to review it and give any suggestions/recommendations by the next IS meeting in April. If approved by the IS committee, then this policy could be sent to Attorney Johnson for review.

Alderman Anderson inquired about the City moving forward toward live streaming all City meetings now that that new sound & audio system is in place. The IS Committee asked IS Director Smotherman to get an estimate on the cost to live stream all city meetings from Ben Lomand.

Mayor Howard discussed that the State Comptroller requires Uniform Chart of Accounts for all municipalities by June 30, 2023. She discussed that there are problems with Incode interfacing with Local Government Software, which is used by the State. Kevin Raney discussed that the Water Department wants to outsource water billing data to a third party vendor to do water billing. In order to do this, Incode will have to provide an add-on module to allow the data to be converted into a format that the third party billing company

can use, The cost for Incode to do this conversion is \$9,000 one-time cost and \$1,650 yearly maintenance fee. Currently, the City uses Incode ERP Pro V9 Software for municipality functions. Lisa Myers talked about other municipality financial software packages available other than Incode. She would like to discuss with other City departments their Incode needs or issues and evaluate other companies that offer municipality software packages. Alderman Anderson made a motion for the IS Committee to create an ad-hoc study committee to research and review software. Someone from each department that uses Incode should be part of the committee. Chairman Parsley second the motion. It was approved with a vote 2-0. An email will be sent out to each department requesting an Incode user to be part of the committee.

Chairman Parsley made a motion to adjourn the meeting. Alderman Anderson second the motion. It was approved with a vote of 2-0.

Chairman of I.S. Committee