

**Notice of Public Meeting of the Technology Advisory Board  
Official Minutes**

**Tuesday, January 21, 2020 5:30 P.M. Room 118  
City Hall 9101 Bonita Beach Rd. Bonita Springs, Florida 34135**

		<u>TIME</u>	<u>INFO</u>	<u>DISCUSSION</u>	<u>ACTION</u>
I.	MEETING CALL TO ORDER	5:30			X
	Meeting called to order at 5:47 p.m.				
II.	ROLL CALL	5:35			X
	<u><b>Present</b></u>		<u><b>Staff</b></u>		
	John Poldoian		Addison Smelko		
	Patrick Anderson				
	Jim Kauffman				
	Tim Deaton				
III.	PUBLIC COMMENT	5:40			
	No public comment				
IV.	REVIEW MINUTES OF DECEMBER 16, 2019	5:45			X
	Mr. Kauffman made corrections to the minutes and gave to Mr. Smelko.				
	<i><b>Mr. Deaton made a motion to accept the minutes as corrected, all in favor; motion passed unanimously.</b></i>				
V.	COUNCIL LIAISON ITEMS	6:00			
	Councilman Gibson not in attendance, no Council updates currently.				
VI.	ADA CRAWLER TOOLS FOR WEBSITE	6:30			

Mr. Kauffman stated at the last meeting the Board was asked to research and recommend a crawler. The Board asked for more guidance in order to do the recommendation. Mr. Kauffman had stated he felt it would be staff's job to do the research and if they needed some type of advice or council, the Board would be happy to assist. The Board reviewed it as a staff project.

Mr. Kauffman asked if staff needed anything else from the Board to come up with a crawler for ADA.

Mr. Deaton took some time and went through the list and went to the Department of Justice website and reported they have 29 criteria to look at. Some do not apply. Mr. Deaton looked

at a number of crawlers that are listed and ran them against the website, he saw several things:

1. Whenever there is movement on the site, it takes a while to focus
2. He does not like the pop up
3. Side bars and sliders sometime cover and as you scroll it overrides some of the text.  
ADA says that is a no-no.
4. The biggest resource user would be a crawler on the site.
  - a. Check those items on the site now
  - b. Watch for errors and mistakes.
5. Majority of documents are pdfs. Depending on what the human resource is, there would be a specific workstation before it goes on the site.
  - a. Reduces amount of resources necessary on the site, but allows crawler to run
    - i. File could be damaged
    - ii. Could be an error
6. When something is read from the site, it checks the document that somebody has read it.
7. A crawler on the site can use a lot of resources on the site, depending on how it is done.
  - a. Done at night?
  - b. Uploads done at night so there was a complete back up. *Note: Addison stated Civic Live hosts the website.*

Mr. Smelko explained the current environment on how documents are received and uploaded.

Mr. Deaton noted some of the problems with the site being ADA compliant:

8. Images that flip
9. Video at the top
10. Must be keyboard equivalents for every mouse action and he is not sure there is.
11. Rather than the pictures, where are the words. Why doesn't it say "home"? A visually impaired person looks for the word.
12. Font types are inconsistent. Mr. Deaton thinks this would be beneficial and less likely to trigger an error.
13. Everything must be clearly labeled for ADA compliance.
14. Every window, object and control must be clearly labeled.

Mr. Deaton was happy to see that they didn't have to make it available in multiple languages because most of the people who are going to look in a foreign language already have a converter.

Mr. Deaton's biggest concern is how we make certain to the document is stored correctly.

VII.	STAFF INFO & UPDATES	6:50	X
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Mr. Smelko does not have any staff updates at the time.

VIII.	NEW BUSINESS	7:00	X
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a) Benefits of Digital Signage

Mr. Poldoin thought digital signage might be useful to the City and be more visually appealing.

Mr. Deaton likes the idea but questioned why the bulletin board must be in front of City Hall. Is it a legal requirement? If it is a legal requirement, they might move to do something more digital.

Mr. Anderson thinks that the code violations is probably a legal requirement, but he was not sure about the agendas that are posted.

Mr. Kaufman asked Mr. Smelko to find out what the legal requirements are for signage outside.

IX.	OLD BUSINESS	7:10	X
	No old business.		
X:	NEXT MEETING		X
	Next meeting confirmed for February 17, 2020.		
XI:	ADJOURNMENT		X
	<b><i>Mr. Kauffman asked for a motion to adjourn, Mr. Deaton seconded, all in favor; meeting adjourned at 6:24 p.m.</i></b>		

Respectfully submitted,

Nadine Chiaramonte

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Nadine Chiaramonte, Office Assistant

APPROVED

TECHNOLOGY ADVISORY BOARD:

Date: 9/2/20

AUTHENTICATED:



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Jim Kauffman, Chairman

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Any person requiring special accommodations at any of the meetings because of a disability or physical impairment should contact Meg Weiss, Director of Administrative Services at 239-949-6262, at least 48 hours prior to the meeting.

If a person decides to appeal a decision made by the Council in any matter considered at this meeting/hearing, such person may need to ensure that a verbatim record of the proceedings is made, to include the testimony and evidence upon which such appeal is to be based.