



Council Technology Application Committee (CTAC)

Meeting Minutes of November 3, 2016

Members Present: Al Mendall, Elisa Marquez, Mark Salinas

Staff: Kelly McAdoo, Adam Kostrzak, Mark Dostal, Nathaniel Roush, Carolyn Saputo, Linda Mitchell, Brianne Elizarrey, Morad Fakhrai, Micah Hinkle, Paul Nguyen, Fred Kelley, Garrett Contreras

Guests: Clark Smith, CrossLink, Jason Osborne, Beacon Development, Bob Gundermann, Beacon Development

Public Comments: Chief Information Officer Adam Kostrzak informed the committee of an item that was not on the agenda. Nominated for the Acquia Engage Award for the public sector was the Hayward Website, it was down to Hayward and Boston in the finals and we ended up losing out to Boston but it was great being a finalist. Also, Access Hayward is getting a facelift with the formatting of the existing website. The Fire Department is currently working on new Fire safety videos which will be featured on the homepage.

1. Approval of Minutes:

Minutes of July 27, 2016 Approved

2. Fiber Master Plan – Oral Presentation

Chief Information Officer Adam Kostrzak gave the Committee an update on the selected survey, results can now be shared. A survey was done to get feedback and interests, there were 256 responses. We reviewed the draft master plan and provided comments to the consultant, the full presentation will be given on January 24, 2017 for the entire City Council that will detail the proposed routes on the business model options and implementation plan. Our final decided plan is anticipated to be in March 2017.

3. Update on High-Speed Hayward Fiber Optic Network Activities

Chief Information Officer Adam Kostrzak informed the Committee that the City was awarded a Grant of \$2.7 million for us to complete the city fiber loop and filling in the last piece we are missing in the Industrial Crescent. This is a significant win from the City's perspective, we now need to match funds with a general fund contribution of \$480,000.

4. Microcell on Light Poles – Oral Presentation

Transportation Manager Fred Kelly presented the Committee with a PowerPoint presentation on the Microcell on Light Poles. The City has received applications for PG&E joint pole installation. There are primarily two types of wireless antennas, Singular Antenna Sites (SAS) which are installed by the carrier themselves and the second one is Distributed Antenna System (DAS) which is provided by a third party. The public works team continues to work towards a policy for addressing these requests.

5. Recorded Video Data Retention and Release Policy

Chief Information Officer Adam Kostrzak gave the Committee an update on the Recorded Video Data Retention and Release Policy on behalf of Laurel James, Management Analyst who was out today. The advice from our legal team is to provide a retention length of one year where possible. Hayward is broader in our retention efforts than most other cities as they both have shorter retention schedules and less areas covered. The item will be discussed further when Laurel returns and the legal team can attend the meeting to answer questions.

6. EBRCS Financing – Oral Presentation

Fire Chief Garrett Contreras gave the Committee an update on EBRCS (East Bay Regional Communications Systems) Financing. We voted on the acquisition of the radios currently being installed approximately 3-4 weeks ago. We have all radios in house, Station #1 is being programmed and we're doing about 30 radios per day. The programming process will be done by November 15th and installation will start on November 14th for all the mobile units, the portables will be completed first and deployed throughout the Police Department and all non-Public Safety departments that have radios coming. This is a 3-year lease agreement.

7. Downtown WiFi – Oral Presentation

Chief Information Officer Adam Kostrzak gave the Committee an update on Downtown WiFi. The downtown WiFi network has been implemented from City Hall to Foothill Boulevard on B Street.

8. Future Topics Discussion – Oral Report

Chief Information Officer Adam Kostrzak informed the Committee that he pulled in other departments on Technology related updates and confirmed that the format for today's agenda was fine. The dates and times for the standing CTAC meetings will work for everyone. A request was made to include at least one item for a brief summary update of what's going on within the I.T. Department.

Future Agenda Items

Councilmember Marquez – Banner to announce Website Award, would like a brief summary on what's going on in the I.T. Dept.

Councilmember Mendall – Frequency of meetings is good (every other month), Citizen suggested Tree City Flag on flag pole.

Councilmember Salinas – Moving into next year – Discussion of the Promise Neighborhood Grant (5 years ago) to partner with school districts and school campuses to have WiFi around the schools.

Committee Member/Staff Announcements and Referrals

Next Meeting: February 2, 2017

Meeting adjourned at 6:05pm