



Council Technology Application Committee (CTAC)

Meeting Minutes of February 4, 2016

Members Present: Sara Lamnin, Al Mendall, Elisa Marquez

Staff: Adam Kostrzak, Mark Dostal, Laurel James, Linda Mitchell, Carolyn Saputo, Michael Loconte, Nathaniel Roush, Frank Holland, Brianne Elizarrey

Guests: Carl Gorringer, Chuck Horner

Public Comments: None

1. Approval of Minutes:

Minutes of December 9, 2015 Approved

2. City Website Update – Oral Presentation

Community and Media Relations Officer Frank Holland gave the Committee a presentation and brief overview of the City's new website and how they got to where they are. "We're trying to be thoughtful on how people use the website and really serve the 80% of things that people are going there for and do that extraordinarily well. The environmental section of the website is extremely strong and detailed; this is something that we wanted to showcase. We're driving really hard to launch the website at the end of this month and also trying to manage all of the cutover details."

3. WiFi – Oral Presentation

Chief Information Officer Adam Kostrzak updated the Committee on the City's WiFi. "We have issues with our WiFi. We're looking to expand both its reach and capability. While doing so, we ran into significant traffic signal issues, so we pulled back completely. While doing that, we found out today there was an alternative to the wiring and that we can use independent fiber cabling, so there isn't any interaction with the traffic signal network but, still piggy back on those locations. We're still going to be able to do Downtown WiFi, but the reach is not going to be as far. For long term we need to find partners. Information Technology should not maintain the WiFi and should be handled by outside sources. Our goal is to have it back up and running within three months."

4. Fire Connectivity Upgrade – Oral Presentation and Demonstration

Information Technology Manager/Public Safety Nathaniel Roush gave the Committee an update on the Fire Connectivity Upgrade. The Upgrade kicked off in mid-December, they were able to knock out one engine per day and there are only two remaining that need to be done. The feedback was positive; no drops on our Global Positioning System (GPS).

5. Granicus/Council Chambers – Oral Presentation

Information Technology Manager/Customer Support Mark Dostal presented the Committee with an update on Granicus. We have moved from the development phase to premium support. They've done a complete conversion of data and videos dating back to December 2013 and they are posted on the Insite portal and will be connected to the new website. The Hayward Unified School District (HUSD) has their first training session scheduled for Wednesday, March 2nd and shortly thereafter, the full Board will be trained.

For the Council Chambers Video Upgrade project, we've gone through the whole punch list. The last item on the punch list is the live annotation system; the issues have been fixed and they've gone through final testing, we just need to figure out the best way to train Council and Staff. There will be capability of showing the iannotate feature on a large display or broadcast. A video technician will have to do it, but the tools are available. There will also be a sign on the podium with a red light when they are recording. A support call will be made to address the issue of getting booted out of the system during a meeting.

6. Security – Oral Presentation

Chief Information Officer Adam Kostrzak explained to the Committee that we currently don't have bandwidth for the next 4 – 5 months to address this issue; it's for Fiscal Year 2017 and there will be something for next agenda. IT isn't waiting to address the security concerns as a whole, where obvious opportunity for improvement arises we are addressing it, such as moving to cloud hosted email. We'll see a consent item related to this, new renewal for Office 365, which is a three year license paid annually for three years.

7. Network Infrastructure Replacement Police Department Project Update – Oral Presentation

Chief Information Officer Adam Kostrzak updated the Committee that the project has been pulled back and they're reassessing how to complete this phase of the network upgrade; it will still be within the budget.

8. Geographic Information System (GIS) Update - Oral Presentation

Geographic Infrastructure System Coordinator Michael Loconte gave the Committee an overview and presentation on the history of the Legacy GIS Web Mapping system and that it's going away and the new updated GIS Web Map-On modern hardware that has now been used for approximately 9 months.

Future Agenda Items

Office 365; Information Technology Strategic Plan; update on Policy for Audio Retention; Fire Connectivity.

Committee Member/Staff Announcements and Referrals

Next Meeting: May 19th @ 4:00pm

Meeting adjourned at 6:13pm