



Council Technology Application Committee (CTAC)

Meeting Minutes of February 2, 2017

Members Present: Al Mendall, Elisa Marquez, Mark Salinas

Staff: Kelly McAdoo, Adam Kostrzak, Nathaniel Roush, Carolyn Saputo, Linda Mitchell, John Stefanski, Laurel James, Michael Lawson, Raymond Rollan, Winter Hankins, Sara Buizer

Guests: Brett Woollum, Tekify

Public Comments: None

1. Approval of Minutes:

Minutes of November 3, 2016 Approved

2. Video Retention Policy – Oral Presentation

Chief Information Officer Adam Kostrzak informed the Committee that we have staff here from the Legal team and the City Manager's Office to answer questions regarding the time frames and risks in the Video Retention Policy. We have the capability to store Police Department videos, but not the capacity for it. Traffic videos are not stored as they are a rolling stream of video. Management Analyst Laurel James informed the Committee that she consulted with Legal and according to the records retention schedule, the retention for videos is 1 year. There is also language written regarding an employee's conduct while on the job and City employees acting as agents for the City. City Attorney Michael Lawson informed the Committee on the public record requests and what the process is according to the Public Records Act. The City provides the minimum baseline requirement. The Public Records Act has all the language that allows us to make the judgements. We will revisit the discussion of Security Cameras and the IT team will return to CTAC with cost estimates of expanding to one year retention across the City.

3. Fiber Loop Grant – Oral Presentation

Administrative Analyst John Stefanski gave the Committee an update on the Fiber Loop Grant project and how to structure the updates. The plan is to do oral updates on the process and the progress that were made on the Grant. Then, we'll come to CTAC with decision points or broader conversations about specific policies that we want to implement along with the implementation of the Fiber Grant. The Grant was accepted, we'll be looking to see if the cash match was not only approved by the City Manager, but, if it went through the City Council approval process as well. There is a deadline for the construction, work must begin by Oct. 13, 2017 and we have 5 years to complete the project.

4. EBRCS Installs – Oral Presentation

IT Manager Nathaniel Roush gave the Committee an update on the EBRCS installs. The Police Department radios are 100% programmed and the quality of sound is great, the Fire Department is complete. They're working on getting radios for Maintenance workers and others that need them.

5. New General Plan Section of Website – Oral Presentation

Planning Manager Sara Buizer presented to the Committee an update on the new web based general plan on the City's Website and its newest features.

6. Microcell Towers – Oral Presentation

Chief Information Officer Adam Kostrzak informed the Committee that this item will be put on the CTAC Agenda as a standing meeting. There will be an update in April.

7. Fiber Master Plan – Oral Presentation

Chief Information Officer Adam Kostrzak gave the Committee a brief update on the Fiber Master Plan. We have feedback from the Economic Development Department and that the submission was worked through the City Manager's Office directly. It was outlined in the Fiber Strategy presented to CEDC and tied to the EDSP as fulfilling a Council top priority of delivering fiber and was also covered at a previous CTAC meeting.

8. I.T. Status Update – Oral Report

Chief Information Officer Adam Kostrzak has a 15-minute presentation, but will push it out to the next meeting.

Future Agenda Items

Adam – Feedback from Development Services Committee on the online permitting system

Council member Al Mendall – For the online permitting system, suggesting we get a dollar amount, a proposal and submit as a consent item to Council.

Council member Mark Salinas – If we're collecting data from City Hall cameras, make sure lenses are clear so, we can get clear footage on things that happen around camera areas.

Committee Member/Staff Announcements and Referrals

Next Meeting: April 6, 2017

Meeting adjourned at 6:08pm