



Council Technology Application Committee (CTAC)

Meeting Minutes of June 28, 2017

Members Present: Al Mendall, Elisa Marquez, Mark Salinas

Staff: Adam Kostrzak, Nathaniel Roush, Mark Dostal, Marc Andres, John Stefanski, Carolyn Saputo, Jeannie Quan, Michael Lawson, Kelly McAdoo, Alex Tat

Guests: Brett Woollum, Tekify, CTC Group, Andy Krake, Community Fiber Partners, Douglas DerHartog, Community Fiber Partners

Public Comments: None

1. Approval of Minutes:

Minutes of April 6, 2017 Approved

2. Fiber Grant RFI Design – Staff Report

Management Analyst John Stefanski gave the Committee an update on the Fiber Grant RFI Design. Bret Woollum of Tekify brought in some sample items for the Committee to look at it. A clarification from the last CTAC meeting on the total number of ISP's that would be allowed in the City, under the dark fiber path that we are pursuing for the Master Plan, we will contract out with a Dark Fiber Manager who will then manage the relationships with the ISP's. As a result there can multiple ISP's on the fiber, the only considerations for that is that now we build a backbone that works and is easily accessible. For external review of our RFI, Brett Woollum of Tekify and Andy Krake were given copies of the contract. Brett provided about 7 pages of feedback. The RFI will go out at the end of Summer.

3. Fiber Master Plan – Oral Report

Chief Information Officer Adam Kostrzak informed the Committee that the Fiber Master Plan will be going to Council for full adoption on July 11th. This item will continue to be on the agenda in case there are any future updates.

4. Light Pole Microcell Antennas - Oral Report

Chief Information Officer Adam Kostrzak gave the Committee an update on behalf of Public Works. The SB649 Bill continues to put further limitations on City control. It's down to a maximum annual administrative fee of \$250.00 per antenna and this was just updated earlier this week. Some Cities are receiving up to \$3,000.00 a year per light microcell installation, this would cap it at \$250.00 and we would be forced to follow guidelines set forth of design limitations. The State Senate's goal is to get final legislation approved by September.

5. Video Retention - Staff Report

IT Manager Nathaniel Roush gave the Committee an update on Video Retention. The City's done extensive research on this topic. Article 4, Section 34090.6 of the California Government Code, states that all video captured by the video systems that is considered routine monitoring and may be destroyed after of 1 year. Body worn camera data is not considered routine monitoring, and is governed by AB69 which requires body worn camera video to be stored for a minimum of 60 days for non-evidentiary data. Public Safety cameras are not considered to be a monitoring system, so therefore, it must only be retained for a period of 60 days. Hayward's internal policy for the Police Department maintains the data for a period of 90 days, so we comply there.

For the retention ranges, some of the cameras are covered for 30 days, others are 60 days. We also have cameras that go up to as much as 6 months. The bottom line is that through the City owned cameras, most of these are not currently meeting the requirements. One special case is the Streets Division, they use illegal dumping cameras which are not fixed cameras, but are solar powered and more around the City. So, having them fixed, kind of defeats the purpose, but they need to get in compliance with this system because there isn't too much video and we can keep with the 1 year compliance using internal hard drives.

One thing to note for this Committee is that the Police Department is at the point where they're getting ready to refresh their technology to the Axon Flex 2 or the Axon body 2 cameras. What this means is that while today our storage needs are met for a short time, these cameras have more high resolution that will wind up requiring more space. So, as part of this assessment, the IT Department recommends transitioning to the unlimited data plan one day which hedges running out of space. So, we wanted to bring that up for consideration as well and the cost will be approximately \$30k annually and is in addition to what we already pay for with Evidence.com. The Police Departments additional cameras that are already deployed, already meet the 1 year retention, so we are covered there. In the fiscal impact section of the report, the approximate cost to get the entire City caught up to the 1 year retention is \$110,950.80. This ultimately was not accounted in the FY 2018 budget and needs to be addressed in mid-year or FY2019.

Chief Information Officer Adam Kostrzak, explained that the \$110,950.80 is simply to get us to compliance, that ongoing maintenance and additional costs will need to be accounted for as the systems age. This was not something added to the FY 2018 budget because we're still trying to work through it. This is something we'll bring to the Committee at mid-year and a plan of action to get us to that point, so we can have the 1 year retention up and running.

IT Manager Nathaniel Roush explained that we are working with a vendor looking at a multi-vendor approach consolidating to one vendor for all our video storage needs, so there is also a cost for that. It didn't make this report because it's something we just embarked on.

6. Chabot Contract - Oral Report

Chief Information Officer Adam Kostrzak gave the Committee an update on the Chabot contract. Chabot contacted the City and notified them that the contract will need to be renewed and no longer meets their requirements and we'll need to put a new contract into place. It was originally a 1 year contract that was supposed to be renewed each year and has not been addressed for 8 years. The item will be added to the July City Council meeting. IT Manager Mark Dostal informed the Committee that Comcast doesn't make any money from PEG.

7. CTAC Future Schedule and Design – Oral Report

Chief Information Officer Adam Kostrzak gave the Committee a presentation on the CTAC Future Schedule and Design.

Future Agenda Items

City WiFi
Guidelines on content for Social Media
Water Billing
Ongoing updates on Fiber Master Plan/Fiber Grant
Microcells/SB649
Community Responses to Website/Access Hayward
Old and New Business Section
Traffic Management System
Banner on our Award-Winning Website

Committee Member/Staff Announcements and Referrals

Next Meeting: September 14, 2017

Meeting adjourned at 5:45pm