



## **Council Technology Application Committee (CTAC)**

### **Meeting Minutes of May 19, 2016**

**Members Present:** Sara Lamnin, Al Mendall Elisa Marquez

**Staff:** Kelly McAdoo, Adam Kostrzak, Mark Dostal, Carolyn Saputo, Sandi Wong

**Guests:** None

**Public Comments:** None

#### **1. Approval of Minutes:**

Minutes of February 4, 2016 Approved

#### **2. Fire Connectivity Upgrade – Oral Presentation**

Chief Information Officer Adam Kostrzak updated the Committee on the Fire Connectivity Upgrade during I.T. Manager Nathaniel Roush's absence. The MDC's have now all been installed on the fire trucks. Things are going very well and not much escalation. When Nathaniel returns, he will provide the Committee with an end of project summary. New Police Officers that have joined the City are giving us their feedback. They're having difficulty with some of the equipment in the cars and we need to understand what problems they are facing. We're going to be spending some time on it and try to understand it. We're also doing staff rotations with some of our employees which will help us get some fresh eyes on the concerns they are voicing to get a better understanding.

#### **3. Granicus/Council Chambers – Oral Presentation**

Information Technology Manager Mark Dostal gave the Committee an update on Granicus. We've been working with Granicus and the WiFi vendor Smartwave to help resolve some of the connectivity issues. Smartwave has performed some updates and made some changes. The changes have made quite a positive difference.

In the Council Chambers, the City Council AV (Audio Visual) Technology was installed during the major upgrade that we performed last year and is working very well. There is one thing that we're having issues with and that is the remote control document (doc Cams) cameras. Our vendor, Avidex, has indicated that there is a bug in the software. We're bringing back the developer who programmed the system to trouble shoot the problem. Also, we've requested Capital Improvement Project (CIP) funds for Fiscal Year 17 (FY) to upgrade a series of servers in the broadcast room that handle the bulletin board, broadcast scheduling, and streaming backup. The servers are old and during the last upgrade, we didn't have the budget or the time to replace them, thus far we have been lucky as we've only had some minor outages with the bulletin board.

#### **4. Network Infrastructure Update – Oral Presentation**

Information Technology Manager Carolyn Saputo gave the Committee an update on our Network Infrastructure Project. Everything is done with the exception of the Police Department. Our last three cuts are scheduled and the team is fully prepared to address them. Chief Information Officer Adam Kostrzak informed the Committee that the original plan was to schedule the work to be done over the long weekend, but, there was a request to break it up into three cuts due to public safety concerns.

#### **.5. Downtown WiFi Update – Oral Presentation**

Chief Information Officer Adam Kostrzak gave the Committee a Downtown WiFi Update. Putting this in safely is a greater challenge than initially anticipated. We were relying on our own infrastructure by piggybacking on all the fiber optic lines that also feed the traffic signals. Getting independent of the signaling system that are reliable has proven to be a challenge. We're working through these challenges because we don't want a repeat of issues in the past, so, we're being very cautious.

#### **6. Body Worn Cameras – Oral Presentation**

Chief Information Officer Adam Kostrzak updated the Committee on the Body Worn Cameras. They're gathering information on ways in which we gather videos and what are all of our retention current policies. They're working on what we can do about getting them aligned and to present to the Committee on what the future is looking like in terms of both retention and release of a video. There appears to be some laws which they state how long we're to retain the information, so, we're trying to figure out how we try to meet those expectations.

#### **7. Backup Software Recommendation**

Chief Information Officer Adam Kostrzak gave the Committee an update on the Backup Software Recommendation. This system will allow the City to transition from now into the future. This is going to help us primarily transition from an on premise infrastructure to a cloud hosted infrastructure. We decided to go with the best alternative which is more expensive than anticipated, but, the necessity of backups makes it vital to everything that's going on. This report will go on the consent item on the next City Council meeting.

#### **8. Information Technology (IT) Strategic Plan - Oral Presentation**

Chief Information Officer Adam Kostrzak gave the Committee a presentation of the IT Strategic Plan.

#### **Future Agenda Items**

No date set for the next CTAC meeting  
Fire Connectivity will be changed to Public Safety Updates  
Fiber Master Plan will be added  
Change Body Worn Cameras to Body Camera Video Management Policy  
Cell Phones and Usage

#### **Committee Member/Staff Announcements and Referrals**

#### **Next Meeting: To be determined**

**Meeting adjourned at 5:45**