



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

### **Meeting Minutes of April 6, 2017**

**Members Present:** Al Mendall, Elisa Marquez, Mark Salinas

**Staff:** Maria Hurtado, Adam Kostrzak, Nathaniel Roush, Carolyn Saputo, Linda Mitchell, John Stefanski, Tim Lohnes, Paul Nguyen, Micah Hinkle

**Guests:** Brett Woollum, Tekify, CTC Group

**Public Comments:** Chief Information Officer Adam Kostrzak informed the Committee that the Video Retention discussion item has been pulled from the agenda because there is no update at this time. There will be a cost estimate update at the next meeting.

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

Minutes of February 2, 2017 Approved

#### **2. Fiber Master Plan – Staff/Oral Presentation**

Chief Information Officer Adam Kostrzak gave the Committee an update and distributed a handout with updates from CTC. The information will be added to the full Fiber Master Plan report when it is presented to the City Council for final adoption. A representative from CTC was on a conference call with the Committee to discuss and summarize the recommendations to the Committee. Chief Information Officer Adam Kostrzak requested direction from the CTAC members on which of the three options presented by CTC should the City pursue; their recommendation was for the continued exploration of providing Dark Fiber services. That recommendation will be put in front of the City Council for adoption at a future date.

#### **3. Fiber Grant – Oral Report**

Administrative Analyst John Stefanski gave the Committee an update on the Fiber Grant timeline. He met with the team and received an update on the timeline. They're currently commencing a property appraisal process which will begin on the 17<sup>th</sup> and will take approximately 6 weeks. At the end of the month, this item will be brought to City Council for a formal approval. They're aiming the start of design work at the beginning of May with the goal of advertising for construction bids by the end of June. Once July starts, they'll begin the permit process with Union Pacific and Cal Trans which will take between 6-10 months. The goal is to have construction start in mid-October, they have 36 months to complete the project.

#### **4. Light Pole Microcell Antennas - Oral Report**

Chief Information Officer Adam Kostrzak passed around a memo (Attachment 1) to the Committee that he received from Fred Kelly with an update after meeting with the Wireless Telecommunications

Working Group the previous day. At the high-level there is essentially 3 pieces going on, one is that there are significant requests going into areas in which the City has no jurisdiction. The other two are encroachment permits and that we have extremely limited discretion.

## **5. Fee Estimator Demo – Oral Report**

Geographical Information Systems Technician Tim Lohnes presented the Committee with a demonstration and handout of the Residential Fee Estimator tool that he created and implemented (<http://maps.hayward-ca.gov/fees/>).

## **6. IT Strategic Plan Update - Oral Report**

Chief Information Officer Adam Kostrzak gave the Committee a presentation (Attachment 2) and a handout that provided the Committee with an update on the IT Strategic Plan one year later and where we're at.

## **Future Agenda Items**

Video Retention Policy

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

**Next Meeting: June 1, 2017**

**Meeting adjourned at 5:55pm**