Council Technology Application Committee (CTAC)

Meeting Minutes of December 7, 2017

Members Present: Al Mendall, Mark Salinas, Elisa Marquez (Absent)

Staff: Kelly McAdoo, Adam Kostrzak, Nathaniel Roush, Carolyn Saputo, Jade Kim, John Stefanski, Sean Reinhart, Todd Rullman, Liz Sanchez, Allen Koscinski, Stacey Bristow, Stacy Vallejo, Chuck Finney, Andy Craig, Linda Mitchell, Norma Marples, Alexandrea Sepulveda

Guests: Pamela Ettien, Manager at SoftResources LLC

Public Comments: None

1.   **Approval of Minutes:**

Minutes of September 28, 2017 Approved

2. **Fiber Grant/Fiber Master Plan - Oral Update**

Management Analyst John Stefanski gave the Committee an update on the Fiber Grant/Fiber Master Plan. The Design RFP will be going out by the end of the calendar year, we have a list of 5 or 6 local designers for the design of the physical building. We'll be bringing the Fiber Master Plan to CTAC in the spring. We're kicking off a full-scale audit of our existing fiber assets to make sure where it's located and what's located there and that everything is in working order, this will happen in January.

3. **Formation of an Updated City of Hayward Social Media-use Policy and Associated Practices and Procedures for Social Media Communication, Monitoring, and Policy Compliance – Staff Report**

Management Analyst John Stefanski gave the Committee an Update on Formation of an Updated City of Hayward Social Media-use Policy and Associated Practices and Procedures for Social Media Communication, Monitoring, and Policy Compliance. The objective today is to give an update on social media and use policy and to discuss with the Committee how we can do that.

Public Information Officer Chuck Finney gave the Committee a presentation on the background of the Social Media Policy. The Social Media Policy was first developed in 2014, it was last updated effective in February of this year. Right now, it's a guideline, it hasn't been adopted into the Administrative Rule. It is the responsibility of the community and Media Relations Division to stay in compliance with it, we maintain the social media channels. The document is divided into 4 sections, Purpose and application, Social Media Standards, Administration and Platform Specific Guidance. With our social media usage, we're able to reach 40,000 interested parties now by email, which is more than all our social media channels combined.

4. **New Library Technology Update – Staff Report**

Library Director Sean Reinhart gave the Committee an update and presentation on the New Library Technology. In May 2015, the specifications for the new library was approved and $65,680,000 was awarded. The project budget appropriation includes $4,580,000 for expenditures of Fixtures, Furnishings and Equipment. Guidance from Committee Members was to make sure to save money for later, do not try to buy everything now. Learn from our opening and spend accordingly.

5. **Authorization to Negotiate and Execute an Agreement with Dude Solutions for the Purchase of Computerized Maintenance Management System and Facility Condition Assessment – Staff Report**

Maintenance Services Director Todd Rullman gave the Committee an update on Dude Solutions and the Computerized Maintenance Management System and Facility Condition Assessment. The vendor will come in and take inventory of all the equipment and will establish a base plan which consists of building a 10-year plan. On the software end, the Maintenance Software will be able to track usage which in turn will help plan and budget better. We'll be able to track work orders and preventative maintenance. We have money budgeted and will be bringing this to Council hopefully in January for approval and have the vendor on site a month later and be up and running by Summer.

6. **Permitting Software – Oral Report**

Director of Development Services Stacey Bristow gave the Committee a presentation on the Permitting Software. A presentation was given by Pamela Ettien, Manager of SoftResources LLC. The proposal is scheduled to go before Council on March 13, 2018. There was discussion and feedback on the following points and the proposal includes the information addressing these points:

- This project needs to be funded without pulling from the general funds
- There needs to be visibility to all costs of the project
- Once the team figures out how to pay for the tool, bring the proposal forward to the entire Council

Standing Meeting Items

Fiber Master Plan
Fiber Grant

Future Agenda Items

Traffic Management System
Water Billing
PEG Funds Utilization
Chabot College
InterGov

Committee Member/Staff Announcements and Referrals

IT Director Adam Kostrzak announced that Mark Dostal will be retiring at the end of the year, he has been with the City for 17 years.

Next Meeting: March 1, 2018

Meeting adjourned at 6:12pm