



DATE: September 28, 2017

TO: Council Technology Application Committee

FROM: Director of Information Technology/CIO

SUBJECT Consider the Proposed Council Technology Application Committee 2017/2018 Quarterly meeting schedule and Agenda Planning Calendar

RECOMMENDATION

That the Committee discusses and reviews the proposed 2017/2018 Quarterly meeting schedule and agenda planning calendar.

SUMMARY

The Council Technology Application Committee (CTAC) was established to facilitate a comprehensive review and discussion of the technology projects, initiatives, and trends which are predicated to have high impact on the City of Hayward. For technology related items, discussions at CTAC prior to full Council consideration, allows CTAC members to ask in-depth questions that are more technical in nature and staff to provide thorough responses.

Staff requests that the Committee approve the proposed 2017/2018 quarterly meeting schedule and agenda planning calendar.

BACKGROUND

The nature and scope of technology projects and initiatives taken on by the City are often complex, multi-departmental, and in some cases, may take multiple years to deliver. This is not a surprise given the role that technology plays in our daily lives, integrating into all aspects of our professions. Because of the timelines involved in these complex technology projects, there are instances where updates on projects do not contain comprehensive updates because not enough time has elapsed on the project. To solve this problem, staff is proposing quarterly meetings of CTAC.

The scope of CTAC may include:

- Review of proposed technology initiatives and their impact on the City;
- Project updates identified by CTAC and staff;
- Discussion of technology policy related options for Council consideration;
- Review of policy considerations relative to technology;
- Consideration of the City's use of funding for technology.

Staff requests that CTAC approve a quarterly meeting schedule, with the understanding that additional meetings may be necessary when warranted. The workplan is reflected in the proposed 2017/2018 agenda planning calendar included in this report.

DISCUSSION

To determine the proposed subject areas and topics for CTAC, interviews were conducted with the Executive Leadership Team to identify high-impact or high-visibility technology initiatives. From this interview process, a couple of themes emerged, including that (1) technology is taking on a broader role in the City than simply what the IT Department has traditionally delivered to end users and (2) one of the values of CTAC is that it provides the opportunity to showcase the impact of innovative technology solutions on operational efficiencies, service delivery, and improved community engagement. As a result, the agenda reflects an integration of IT solutions with “show and tell” opportunities that showcase software implementation, as well as, updates on high profile technology projects of interest to CTAC and/or Council.

Data trends were also considered when establishing the Proposed Agenda Topics for CTAC. Cloud-based technology was frequently mentioned in the interviews conducted. The City has made a philosophical shift to examine cloud-based solutions and will continue to drive this concept forward. Data protection and data security are also deep concerns for the organization and efforts are being made to broaden and increase the City’s security footprint to protect data and prevent outside threats. The trend in innovation was also discussed frequently. Tackling technology problems in new ways, using different tools and diverse teams speaks to the core of innovation. The proposed CTAC agenda touches on these data trends with a focus on showcasing how the products and services presented tie together the initiatives surrounding cloud-based technology, data security, and innovation.

Although the proposed agenda topics cover a variety of projects and initiatives, two projects generated the most discussion during the development of the 2017/2018 CTAC agenda: The Public Safety Computer Aided Dispatch (CAD) Upgrade and the various Library technology features. Therefore, the proposed agenda provides an opportunity for an initial summary of the (CAD) Upgrades and also includes an opportunity to showcase the technology that will assist the library in its service to the community.

Below is the (1) proposed quarterly meeting schedule for the Council Tech Application Committee and the (2) proposed 2017/2018 agenda planning calendar.

PROPOSED QUARTERLY MEETING SCHEDULE:

Recommendation: Staff recommends that the CTAC regular meeting schedule be Quarterly on the 1st Thursday of the month in March, June, September and December from 4:30 p.m. – 6:00 p.m. every year.

PROPOSED 2017/2018 AGENDA PLANNING CALENDAR:

Recommendation: Staff recommends that CTAC review and discuss the proposed 2017/2018 agenda planning calendar. Additional items may be added to the agenda planning calendar in the Fall, once the CIP budget process begins or at any time as the need arises.

Table 1: Proposed 2017/2018 Agenda Planning Calendar

MEETING DATE	AGENDA TOPIC
** September 28, 2017	1. Proposed Council Tech Application Committee Regular Quarterly Meeting Schedule and 2017/2018 Agenda Planning Calendar
	2. Public Safety Computer Aided Dispatch Upgrade – Policy (PD/Fire)
December 7, 2017	1. Guidelines on content for Social Media - Policy (CMO)
	2. Asset Management Software – Tech Update (Maint. Services)
	3. Online Permitting Software – Tech Update (Development Services)
	4. New Library Tech Discussion – Show and Tell (IT/Library)
March 1, 2018	1. Traffic Management System – Policy (Public Works)
	2. Water Billing – Tech Update (Environmental Services)
	3. PEG Funds/Chabot Contract -Policy (CM Office)
	4. TBD – Show and Tell
June 7, 2018	1. Microcells/SB649 – Policy (Public Works)
	2. Drone - Show and Tell (IT/FD)
	3. City Wi-Fi – Policy (IT)
	4. Police Department CAD - Tech Update (IT/PD)

** Initial 2017-2018 kick-off Meeting *(not part of the proposed Regular Quarterly Meeting schedule)*

On-going Oral Update Items

- Fiber Master Plan (CM Office)
- Fiber Grant (CM Office)

FISCAL IMPACT

There is no initial fiscal impact with the consideration of this report other than staff time to prepare for and staff the CTAC Committee.

NEXT STEPS

Upon consideration and direction from the Committee, staff will finalize the proposed CTAC meeting schedule and the 2017/2018 Agenda Calendar.

Prepared & Recommended by: Adam Kostrzak, Director of Information Technology

Approved by:

A handwritten signature in black ink, appearing to read 'K. McAdoo', is positioned above a horizontal line.

Kelly McAdoo, City Manager