



Council Technology Application Committee (CTAC)

Meeting Minutes of November 20, 2013

Members Present: Mark Salinas, Greg Jones, Al Mendall,

Staff: Chief Urban, Kelly McAdoo, Lori Taylor, Mark Guenther, Nathaniel Roush, Jeff Smith, Frank Holland, Battalion Chief Walsh, Tracy Vesely

Guests: None

Public Comments:

Assistant City Manager Kelly McAdoo introduced the City's new Community and Media Relations Officer Frank Holland.

1. Approval of Minutes:

Minutes of June 19, 2013 Approved

2. High-Speed Hayward Fiber Optic Network

Information Technology Director Mark Guenther submitted a brief staff report and updated the Committee. This item has previously been brought to the Committee, the CDEC and as well as to a Council Work Session on July 30th. At the Work Session and prior to that, it was thought that a draft agreement would be prepared for the Committee by now for review, but, that has not happened. A couple of issues arose that needed to be worked out. One of them is the desire to have some kind of written agreement or understanding between the City and the Operating Entity of the fiber enterprise which wasn't addressed in the draft agreement. We have been discussing that issue with our City Attorney's Office and the Developer as well. The second is to have a needs assessment conducted to come up with some kind of prioritization on how the fiber is going to be installed in phases and have that information in the agreement, so, that both parties know where were going first and why. The committee expressed its desire to forego a detailed needs assessment. The Economic Development Manager Lori Taylor updated the Committee on a City of San Leandro seminar she attended to gain more information on the topic and to see what other cities attending the seminar were doing. Staff has had several offline discussions with City of San Leandro staff to discuss what they were doing and what issues they are encountering with their agreement.

3. Enterprise Resource Planning (ERP) System Update

Information Technology Director Mark Guenther submitted a staff report and updated the Committee. The City did go live in Munis with core financials on July 1st. Shortly thereafter, a phased implementation of the new online procurement process integrated into Munis online began and the City is now live with online procurement approvals. Staff conducted quite a bit of classroom training for our internal staff. Payroll will go live with the first paycheck in January

2014, with online modules covering timecard input and employee self-service phased in slowly and hopefully be fully implemented by June. The utility billing module is scheduled to go live in April.

4. New Technology for Law Enforcement

Information Technology Director Guenther submitted a staff report prepared by Technology Solutions Analyst Roush, who gave the Committee an update on new body worn camera and automated license plate reader technologies available.

Member comments: None

Next Meeting: February 19th @ 4:30pm

Meeting adjourned at 5:30pm