

**TECHNOLOGY TASK FORCE
MINUTES
City Council Chambers – 3300 Newport Blvd.
Tuesday, May 4, 2010
4:00 p.m.**

I. ROLL CALL

Present: Task Force Members Bruce Brandenburg, Timothy Britt, Chairman Ted Cooper, Philip Drachman, David Lown, David Scheeff, City Manager Kiff, and Mayor Curry.
Absent: None

II. WELCOME AND INTRODUCTIONS

1. Mayor Curry thanked and welcomed the members for serving the City.
2. City Manager Kiff thanked and welcomed the Task Force Members. He provided his vision of the objectives that he believed would be helpful.

He said the objectives are to:

- Determine what the private and public sectors are doing in terms of cutting edge information technology.
- See what the experts think the next 1-5 years will bring relative to cloud servers and to modernize financial programs and infrastructure without compromising the integrity of the quality of work.
- Explore new technology for the new City Hall in terms of phones, teleconferencing, records management software, and hardware for the new Council Chambers.

III. TASK FORCE PURPOSE

1. REVIEW THE PURPOSE OF THE TASK FORCE

Acting Deputy Director Matusiewicz provided a PowerPoint presentation that included the Council Mandate (Resolution 2010-24), overall objectives of the Task Force, the schedule, meeting goals, information about the network community, how the Information Technology (IT) Enterprise works within the City, deployment of staff, different facilities that serve the public who requires IT support, tenure and historical counts by position, and entity wide IT support.

IV. OVERVIEW OF INFORMATION TECHNOLOGY IN THE CITY

1. STAFF PRESENTATIONS SUMMARIZING WRITTEN REPORTS.

Applications Coordinator Luengas-Alwafai and Operations Coordinator Wojciechowski utilized a PowerPoint to show the enterprise business objectives, how the network functions, the environment that IT supports, a list of software that staff is utilizing, and their challenges. In response to Task Force Members' questions, Operations Coordinator

Wojciechowski stated that there is a concern with the reliability of the T-1 connection, that data information is not shared with other cities, that data from the server is replicated offsite at the Utilities Yard which is backed up every night, that no WAN Acceleration is being used, discussed the possible use of Iron Mountain for server backup, and stated that purchasing other systems could be costly.

Police Computer Systems Manager Veal utilized a PowerPoint to show the Police Department's Mission Statement, how the network [Department of Justice Application (DOJ)] works, how IT supports the Police Department, qualifications for IT staff, and challenges that the IT division encounters. In response to Task Force Members' questions, Police Computer Systems Manager Veal stated that the IT Division at the Police Department is not staffed 24 hours a day - seven days a week, noted that the data used in the Police Department has to be stored at a trusted facility which is a requirement of the DOJ, and stated that staff has looked at LINUX but are not sure that they have the reliability and support that is needed.

Fire Information Systems Coordinator Cone utilized a PowerPoint to show the Fire Department's Mission Statement, his objective to provide the services needed for the department, a list of IT resources, a list of Software used by the Fire Department, special concerns, and challenges that the IT Division encounters.

Library Information Systems Administrator Bearly utilized a PowerPoint to show the business objective of the Library Services Department, a list of resources and customers that they serve, a list of software products being used, and challenges that the IT Division encounters.

2. QUESTIONS AND ANSWER SESSION WITH TECHNICAL STAFF.

In response to questions, staff stated that Federal Stimulus money for IT has only been received by the Police and Fire Departments, noted the City has looked at different network architecture but they are all cost prohibitive, discussed the traffic modernization project and how it will help with fiber optic wiring, and stated that the City will utilize Cox Communication cables when needed.

V. MODELS FOR MANAGING, MAINTAINING AND STAFFING TECHNOLOGY

1. DISCUSSION OF VARIOUS MODELS USED IN COMPLEX ORGANIZATIONS.

Chairman Cooper suggested that employees be surveyed to comment briefly on satisfaction and support received from the IT Division.

In response to Acting Deputy Director Matusiewicz's question, Task Force Members agreed to have staff remain at the meeting to answer additional questions. In response to questions, staff stated that the IT Division does not meet as a group, indicated that they do not have guidelines or standards in place, reported that they often develop their own applications, discussed the capital replacement plan for equipment, and stated that the City does not lease equipment.

The Task Force Members also discussed the need for an IT Evaluation Committee, Offsite back-up, a survey, and a need for observation of other cities' IT standards. They also stated that they notice a lack of unity for IT planning.

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Chairman Cooper believed that the City needs a Service Model that will include focus areas.

Acting Deputy Director Matusiewicz stated that the next meeting will include a tour of the Library, Police, and Fire Departments on Tuesday, May 18 at 3:00 p.m.

VI. ADJOURNMENT - Adjourned at 6:35 p.m. to the City Hall tour.

The agenda was posted on April 28, 2010, at 4:30 p.m. on the City Hall Bulletin Board located outside of the City of Newport Beach Administration Building.

Recording Secretary

Chairperson

City Clerk