IT/Telecom Committee Meeting Minutes

October 10, 2019


Absent: Mark Starr, Melody Bobbitt, Dawna Wood and David Scheffler.

Approved minutes from 7/11

Nothing planned right now still working on Finance Software for the Auditor - nothing major - Mark is managing the project in conjunction with CMI - seems to be on schedule - did get a new server and is up and running - data has been moved over to the new server and they are checking for errors - if testing passes - they will move to the next phase - Tom Stoughton requested that Mark provide an update to City Council on a regular basis during the finance meeting until the install and implementation is fully complete because of the significant spend associated with the new software.

Water/Water Pollution is finally upgrading to the new phone system - will be started next week and hopefully will be completed by the end of the year. Equipment has been ordered and should arrive by the end of this week - get the phone on the desk so they can start getting used to the functionality - if the phones are already in place - it is an easy connection.

All the switches in the server room have been changed - upgraded to 10G - a great improvement

Cardigraph - done with getting the right away program up and running - get Cecil trained - currently sent letters out to everyone who has right away rights now - in the process of distributing the cost of the right away inspection service back to the utilities that have services in the right away today.

They are working on the plan for 2020 -

GIS Imagery will be approximately $5800 and it will be allocated across the city departments who use the data. Agree to support them on rectifying the old imagery ($1500 paid this year).

WIFI System for all city buildings and departments - similar to the Municipal Court - goal is to do that in all of the buildings - consolidate the entire WIFI network. The black boxes are $35 - $40 each - Check out Meraki - they were recently purchased by Cisco - fantastic devices.

Cardigraph will be up for renewal and the servers will be 6 years old - move to a hosted platform - this will help with upgrades, etc. - $5000 for the hosting - total cost is about $45,000. It is built for Fire also but they decided to go a different route.

No variances

No legislation

An employee that would be retiring next year - Troy who does the radios - opportunity to evaluate the position to see if we want to back fill - if the levy doesn't pass - we may not fill it - what we provide for
radios may change - we may need to sub it out - analog versus digital - look at hiring someone more IT - more costly cruisers - install will be outsourced -

GIS/Cardigraph - ROI analysis - yet -1,089 pickups with $3K in revenue - with one of the updates we have automation manager - events and fill data in without touching - Gas Dept. Has done a great job - using it to do workflow - code enforcement with an automatic re-inspection - to create a task is 30 sec. - last year 1700 reinspections - saving 17 hours with just that one workflow - also pushing data over from the previous inspection - realistic time saving is 2-3 min. - with a junk auto the data also pushes over - probably about 3- 4 times that - GPS for the Gas Dept. - the software now has the ability to scan the bar code - can now decode every piece of info in the bar code - the software needs to be upgraded in order to complete this task - with editing they need to use GIS Pro - this saves 2.5 min. - 4800 items - 260 hours per year will be saved and data integrity will be much better - zero errors with scanning -

Acura security for Microsoft - 2-factor authentication for account - have the ability to go in the system and deny access - can only log in if you are in the US - it shows who is trying to log in from where - retirees from the Police Department still have their city email addresses -

Secondary data use - ask Randall to look at including some preventative language in the contracts with suppliers who host solutions

December 5th is the next meeting -

Adjournment - 8:25