

**Communications Committee &
Information Technology Sub-Committee Meeting
Minutes
October 4, 2012
2:00 p.m. – 4:00 p.m.**

<p>Members <u>Present:</u> Regional Councillor Jim Jones Regional Councillor Gordon Landon Councillor Alex Chiu Councillor Logan Kanapathi Councillor Howard Shore</p> <p><u>Regrets:</u> Mayor Frank Scarpitti</p>	<p>Staff Noris Delacruz, Waterworks Dennis Flaherty, Director of Communications & Community Relations Paul Ingham, Director of Operations Nasir Kenea, Chief Information Officer Peter Loukes, Director of Operations Joel Lustig, Treasurer Sugun Rao, Manager, Technology Bill Snowball, Fire Chief Bob Walters, Manager, Business & Technical Services Laura Gold, Council/Committee Coordinator</p>
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1. 2013 ITS CAPITAL BUDGET SUBMISSIONS

Department	Item No.	Project Description	Total Budget
ITS-Finance	13812	Payment Card Industry Compliance - Phase 1 of 3	\$121,600
<p>It was advised that this initiative was required to ensure that the City meets global data security standards for storing credit card information. The other solution to be considered would be to retain an external vendor to process credit card payments.</p> <p>Staff were requested to investigate whether pay-pal can be incorporated into this infrastructure.</p> <p>It was requested that more background information be added to this budget request.</p>			
ITS-Other	13828	ITS Core Base Architecture	\$797,200
<p><u>Printers</u></p> <p>It was questioned if leasing versus purchasing had been investigated.</p> <p>Staff confirmed that Finance had conducted an analysis on leasing versus purchasing and it was more cost effective to purchase the printers.</p>			

It was questioned if the printers had a warranty.

Staff advised that the printers came with a warranty and support for the lifecycle of the printers. In addition, the support for the printers can be extended beyond this period.

It was questioned if there was a proposal for the print shop.

Staff advised that there is an unsolicited proposal that looks at the print shop operations and at alternative service delivery options.

The following requests were made with respect to the printers:

- Looking into issues with the printers on the fourth floor;
- Train more staff on how to clear paper jams.

Infrastructure 2013

The following requests were made with respect to the ITS strategic review:

- Bring in outside perspective to future Communications & ITS Sub-Committee meetings through presentations;
- Consider reducing the length of the 3 year ITS strategic review to a lesser period.

ITS-Fire	13819	Company Officer Training Software- Phase 2 of 2 (Fire)	\$20,400
ITS-Fire	13820	Fire - Mobile Printers	\$11,200

It was clarified that this budget request is for 10 mobile printers for the fire prevention officers.

ITS-Library	13816	Angus Glen RFID Self-check Units & Staff Workstations	\$142, 500
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It was questioned if the self-check units are for all library items. I was clarified that they can be used for all library items and that the savings derived from these self-check units is in staff time.

It was questioned if the library has user friendly applications. Staff advised that library has an iPod application that permits library patrons to have conversations online about reading materials.

ITS-Library	13817	Library-Milliken Mills Branch RFID Self-check Units	\$40,700
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Staff advised that self-check units were required to bring the Milliken Mills Library Branch up to standard with other library branches.

ITS-Library	13818	Public Access Computers (PAC) Management System add-ons	\$42,700
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Staff advised that the Public Access Computers Management System add-ons will streamline the library's existing interface (e.g. library patrons will be able to print and pay directly).

ITS-Operations	13821	Fuel Dispensing System Upgrade (Phoenix)	26,300
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Staff explained that the new fuel dispensing system is required as the current system is not compatible with the new operating system

It was questioned if the trucks are fuelled at a discounted rate. It was confirmed that trucks are fuelled at approximately ten cents less the pump rate.

It was questioned if a discount is provided when the trucks fill up at Petro Canada. It was confirmed a corporate discount is provided.

ITS-Operations	13822	GPS Units for Operations	\$21,300
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It was questioned if the City uses barcodes to track its units. It was advised that barcodes are used in a few areas in the organization, and this is something that staff are currently investigating, as there are new two dimensional barcodes that can hold more information.

ITS-Asset Mgmt	13823	Upgrade Building Automation System (BAS) Software	\$17,900
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ITS-Asset Mgmt	13824	Eclipse-Upgrade, Additional Training, Customized Reports	\$30,500
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ITS-Waste & Env Mgmt	13825	Radio Frequency Identification (RFID) Collection Service	\$70,000
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ITS-Waterworks	13826	GPS Handheld Devices	\$27,000
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ITS-Waterworks	13827	Mobile Work Management Software	\$50,900
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It was questioned why the Mobile Work Management Software was being updated, as it had only been purchased four years ago. It was advised that the software was required because staff were currently having issues uploading information in certain locations.

A Member advised that if the corporation is investing in tablets for staff a reduction in paper use should be experienced.

ITS-Legislative	13814	Civic Centre & 8100 Warden Online Meeting Room Booking	\$14,200
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Staff advised that the additional licenses will allow the City to move forward with a self managed room booking system.

It was questioned if the system was integrated with Outlook. Staff confirmed that the program was an add-on to Outlook.

It was questioned if the community centres could be brought into this room booking system. Staff advised that logistically it is possible, but recommended against it, as the Community Centres operate quite independently and already have their own processes in place.

ITS-Building Services	13810	Paperless Plan Review & Document Storage – Phase 1 of 3	\$36,600
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It was questioned why an additional staff person may be required to support document storage. Staff advised that an additional employee may be required to manage the system.

It was questioned if other municipalities were undertaking a paperless process for their development business process. Staff were not aware of any municipality that had completed this process to date.

It was noted that the software is needed in order to move away from paper and to be able to make comments on drawings electronically.

It was clarified that this budget request was to hire a consultant to make recommendations regarding the best available electronic plan submission, review and document storage solutions for the development business process.

It was suggested that some of these solutions could be established in-house.

A member requested that the pilot paperless agenda project be extended to other Councillors and that staff look at other ways to reduce paper, suggesting that paper use should be reduced by as much as 15% corporate wide. It was noted that staff are currently investigating a number of paper reduction strategies and that the FCC guidelines are being followed.

Staff were requested to add a one page insert with corporate paper elimination goals to this budget item.

ITS –Recreation	13815	Recreation/ITS Class Licensing	\$50,900
ITS-Museum	13814	Audio Archives Digitization	\$100,000
ITS-HR	13811	Human Resources System (Phase 2 of 3)	\$400,000

These funds are to implement a corporate HR system. In this stage the roadmap and implementation strategy will be developed. Staff are investigating the possibility of adopting the same system being used at the Region through a shared services model in order to reduce the cost of implementing a system.

A Member suggested that staff carefully investigate the staff expertise required to implement and to use this type of a system.

Moved by Regional Councillor Gordon Landon

Seconded by Councillor Logan Kanapathi

That the Communications & ITS Sub-Committee approve the 2013 ITS Capital Budget Submissions as presented.

CARRIED.

2. MAJOR IT PROJECT UPDATE

Nasir Kenea, Chief Information Officer, provided a major ITS project update.

Portal

It was advised that twelve new online services were launched in August and that various online permits and licenses will be launched this October. Other online opportunities are currently being explored by staff, including mobile applications. A roadmap of the portal was displayed to the Committee.

A Member wanted to ensure that staff were excited about creating mobile applications for the website and that they were encouraged to come up with ideas. As a Member of the York Technology Association (YTA) it was suggested that the Chair /and or Chief Information Officer arrange to be a luncheon speaker at an upcoming event of the YTA.

It was noted that the telephones had been installed and that all of the corporate objectives were met.

Audio Visual

It was reported that the audio visual project is almost complete and that all of the objectives have been met.

3. ADJOURNMENT

Moved by Councillor Logan Kanapathi

Seconded by Regional Councillor Gordon Landon

That the Communications & ITS Sub-Committee adjourn at 4:08 p.m.

CARRIED.