



CITY *of* CALABASAS

COMMUNICATIONS AND TECHNOLOGY COMMISSION AGENDA REPORT

DATE: JANUARY 11, 2012

TO: COMMUNICATIONS AND TECHNOLOGY COMMISSION

FROM: DEBORAH STELLER, MEDIA OPERATIONS DIRECTOR

BY: RACHEL BIETY, EXECUTIVE ASSISTANT

SUBJECT: WORK REQUESTS

MEETING JANUARY 17, 2012
DATE:

SUMMARY RECOMMENDATION:

This is an informational item only and does not require Communications and Technology Commission action at this time.

Work Order #	Date Assigned	Type of Request	Requester	What Requesting	Assigned To	Date Completed
11-0618	12/7/2011	Technical	Anita Torres	cannot send or receive fax	Tony	12/13/2011
11-0619	12/7/2011	Web	Alexandria Godina	Add January Authors Event - January 11th	Rachel	12/8/2011
11-0620	12/8/2011	Presentation	Alexandria Godina	Epson Projector for event	Andy	12/8/2011
11-0621	12/8/2011	Technical	Marc Seferian	set up traffic computer to create AutoCAD work station	Ryan	1/5/2012
11-0622	12/12/2011	Web	Karilyn Steward	library closure updated on website	Rachel	12/12/2011
11-0623	12/12/2011	Web	Alex Farassati	post information about Christmas trees online	Rachel	12/19/2011
11-0624	12/12/2011	Web	Alex Farassati	reactivate coyote webpages with input from Coyote committee	Rachel	12/19/2011
11-0625	12/12/2011	Technical	Debbie Gonzales	Internet frozen on Fiserv computer	Ryan	12/12/2011
11-0626	12/13/2011	Technical	Cedric Henry	November 2011 Contract Listing to the intranet	Rachel	12/13/2011
11-0627	12/13/2011	Technical	Jenna Ferguson	computer going to blue screen, cant get past password screen	Ryan	12/15/2011
11-0628	12/13/2011	Technical	Debbie Larson	mouse not working properly	Ryan	12/13/2011
11-0629	12/14/2011	Web	Alexandria Godina	January Events for Calendar	Rachel	12/14/2011
11-0630	12/15/2011	Technical	Michael Klein	support help for ArcView software	Ryan	12/14/2011
11-0631	12/12/2011	Technical	Michael Montgomery	hourly time clocks were not collecting data properly	Ryan	12/12/2011
11-0632	12/14/2011	Technical	Rachel Biety	unable to open pdfs off of our website	Ryan	12/14/2011
11-0633	12/15/2011	Web	Alexandria Godina	Book club choices for January and website edits	Rachel	12/15/2011
11-0634	12/19/2011	Technical	Debbie Gonzales	printer issues - tape not coming out of drive	Ryan	12/19/2011
11-0635	12/19/2011	Press Release	Gwen Peirce	City Council Vacancy	Molly	12/19/2011
11-0636	12/19/2011	Production	Gary Klein	DVD of City Council meeting - mention of mother in laws passing	Arvin	1/6/2011
11-0637	12/19/2011	Technical	Karilyn Steward	public computer lab ending time to 1:40pm at Dec. 30th	Tony/Andy	1/3/2012
11-0638	12/19/2011	Technical	Tom Bartlett	phone is malfunctioning	Ryan	12/19/2011
11-0639	12/19/2011	Web	Tatiana Holden	add attachment A to RFP	Rachel	12/19/2011
11-0640	12/20/2011	Web	Alex Farassati	announce the theme of 2012 recycling drawing contest and post statements of each 2011 winner	Rachel	12/20/2011
11-0641	12/20/2011	Web	Talyn Mirzakhanian	update Canyon Creek project page	Rachel	12/20/2011
11-0642	12/20/2011	Web	Karilyn Steward	January movie group - also changing name	Rachel	12/20/2011
11-0643	12/21/2011	Web	Karilyn Steward	February calendar change dates and delete item due to State of the City	Rachel	12/21/2011
11-0644	12/21/2011	Web	Karilyn Steward	Wednesday Morning Book club for January	Rachel	12/21/2011
11-0645	12/27/2011	Web	Alex Farassati	post information about second phase on plastic bag ban	Arvin	12/28/2011
11-0646	12/27/2011	Web	Lana Wilhelm	update Adult Basketball league information	Arvin	12/28/2011
11-0647	12/27/2011	Web	Lana Wilhelm	update T-ball league information	Arvin	12/28/2011
12-0001	1/3/2012	Technical	Anita Torres	give acces to Library to change outgoing away message	Tony	
12-0002	1/3/2012	Production	Ally Godina	Winter programming - 5 Wednesdays in February 4pm	Arvin	
12-0003	1/3/2012	Production	Ally Godina	New Year, New Author event on 1/11 at 7pm	Jason/Greg	

12-0004	1/3/2012	Web	Debbie Larson	add CERT to calendar and webpage	Rachel	1/3/2012
12-0005	1/3/2012	Technical	Sparky Cohen	restore F drive on Sparkys computer	Ryan	1/3/2012
12-0006	1/3/2012	Web	Lana Wilhelm	update youth and adult basketball schedules	Arvin	
12-0007	1/4/2012	Technical	Jan Silver	printer at Public Counter keeps jamming	Ryan	1/4/2012
12-0008	1/4/2012	Billboard	Joey Levin	RAP meeting on January 18th	Molly	1/4/2012
12-0009	1/4/2012	Technical	Karilyn Steward	ending time for Fridays for public computers be to 4:40pm	Tony/Andy	
12-0010	1/4/2012	Technical	Debbie Larson	unable to open C*Cure Admin Client and EOC laptop wireless not connecting	Tony/Ryan	
12-0011	1/4/2012	Technical	Jim Jordan	unable to connect to remote desk top connection to access C-Cure	Tony/Ryan	
12-0012	1/4/2012	Billboard	Shawn Brownell	Lost Hills Sheriffs Station Blood Drive	Rachel	1/5/2012
12-0013	1/4/2012	Technical	Pauline Rubio-Brownell	Search feture in OUTLOOK not working	Tony	
12-0014	1/4/2012	Cell Phone	Larry Edmonson	The hinge on phone is broken	Deborah	
12-0015	1/4/2012	Web	Susan Koepppe	Post FY 2010-11 CAFR	Rachel	1/5/2012
12-0016	1/4/2012	Presentation	Liz Parker	1/11- Conf. Room 3- at 10am set up projector	Ryan	
12-0017	1/5/2012	Presentation	John Bingham	1/5 - City Manager Conf. Room - 10am set up for PowerPoint	Ryan	1/5/2012
12-0018	1/9/2012	Presentation	Toni Liebman	PRE meeting - presentation	Jason	
12-0019	1/9/2012	Billboard	Arthur Miller	Eat, Play, Sleep: Healthy Senior Living Seminar	Rachel	
12-0020	1/5/2012	Web	Karilyn Steward	Friends of the Library Book Sale	Rachel	1/6/2012
12-0021	1/9/2012	Technical	Cedric Henry	Upload December 2011 Contract Lisiting to the Intranet	Rachel	
12-0022	1/10/2012	Technical	Ruben Flores	computer timed out annual report may have been lost	Ryan	1/10/2012
12-0023	1/10/2012	Presentation	John Bingham	CM conf. room 1/12 at 2pm to discuss Wine and Food Festival event in June	Ryan	
12-0024	1/10/2012	Technical	Monica Shinder	counter printer is continuing to jam	Tony	
12-0025	1/10/2012	Technical	Jenna Ferguson	cant log in to the fund balance cash receipts	Tony	
12-0026	1/10/2012	Web	Sara Grayson	Preferential Parking Districts Link changed to zone 1	Rachel	
12-0027	1/11/2012	Technical	Linda Schroder	repeater installation	Tony	
12-0028	1/11/2012	Billboard	Deborah Steller	Assistance League of the Conejo Valley event	Rachel	

WEB	20
TECHNICAL	24
BILLBOARD	4
PRODUCTION	3
CELL PHONE	1
PRESENTATION	5
PRESS RELEASE	1
NEW EQUIPMENT	0
TOTAL	58