Levinski, Robert

From: Coleman, Glen
Sent: Wednesday, July 08, 2009 9:22 AM
To: Council Executive Assistants
Subject: FW: Spark FAQ

Hello,

In case you are new - all emails sent to your City of Austin address are discoverable and subject to open records request.

In the heat of a Council meeting you may wish to communicate sensitive constituent information with your Council Member that would not be appropriate for all of us to enjoy in The Statesman the next day.
For these situations we use a chatting application called "Spark".
Spark is often used when a constituent wishes to relate information to a Council Member that might be considered private or personal and your Council Member can not leave the dais.

To set up Spark on your and your Council Member's computers, please contact John Regalado x 4.1480 .
Once installed, be sure to disable the "chat history" function. You may use the link below.

Cheers All -

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- glen coleman

Policy Aide, Council Member Randi Shade
Austin City Council Place Three
512 974-1374

From: Taylor, Heath
Sent: Wednesday, July 08, 2009 8:53 AM
To: Coleman, Glen
Subject: Spark FAQ

I have create the FAQ documentation for disabling Spark Chat history.

http://im.ci.austin.tx.us/faq/index.php?action=artikel&cat=1&id=18&artlang=en

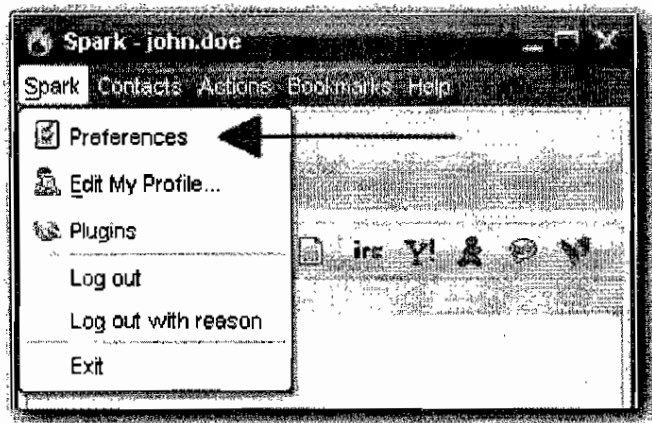Let me know if you have any questions.
-Heath

--
Heath Taylor, RHCE
Network Systems Administrator Sr.
Communications and Technology Management -- City of Austin
Office: (512)974-7797, Pager: (512)802-6774

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Spark

ID #1017

How do I disable Spark chat history from being saved on my computer?

Click on the Spark menu option on the top left of the roster menu. Then Click Preferences.

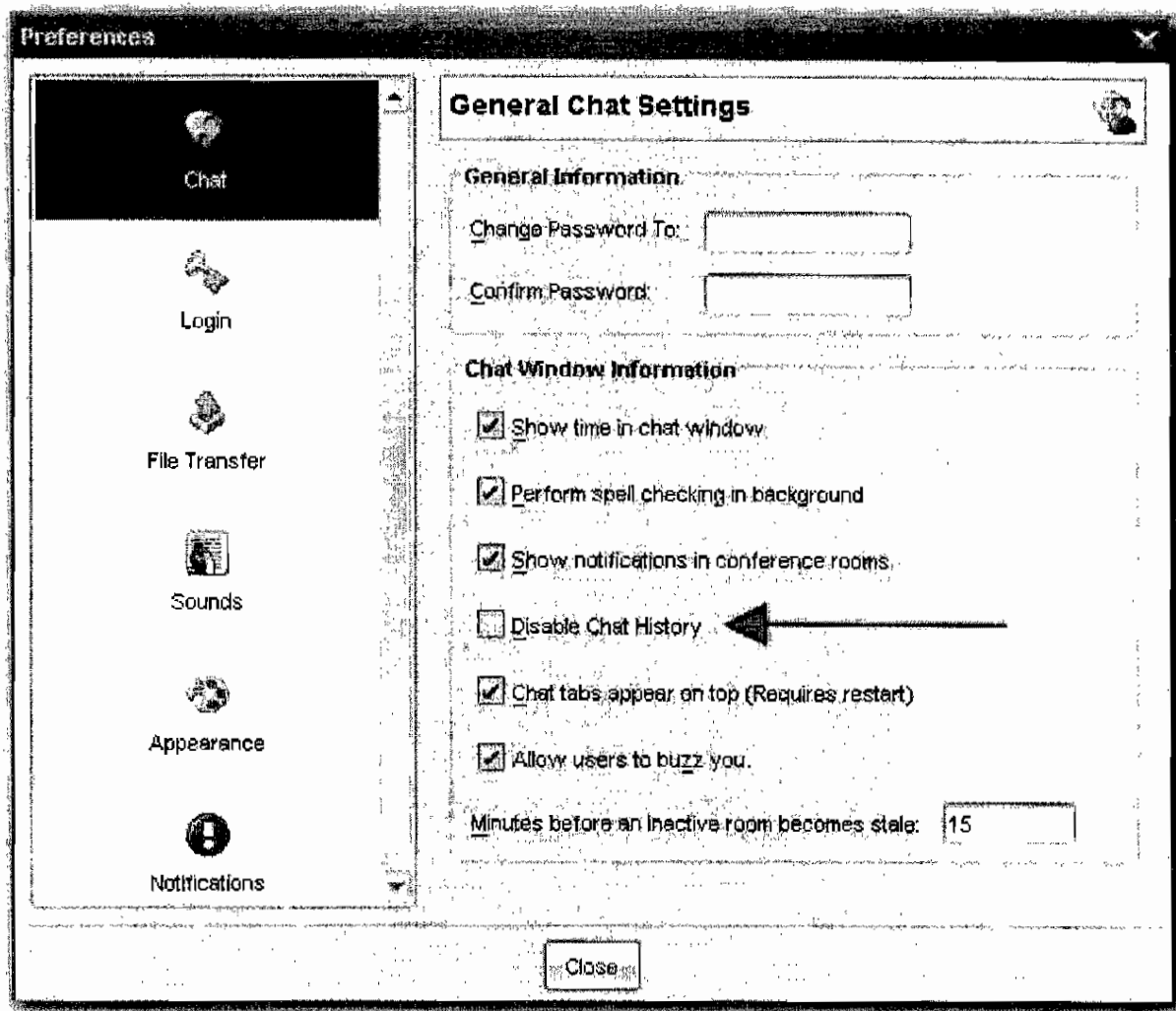Make sure are on the Chat icon in the left pane.

To disable Spark chat history...

Click the check box next to "Disable Chat History".

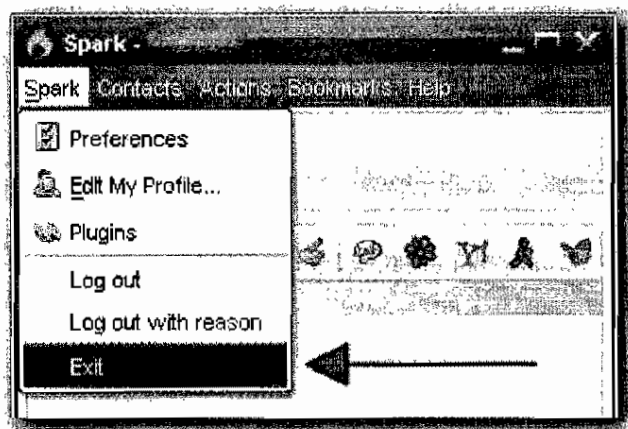Another window will pop up asking you "Delete all previous conversations?".
Click Yes to delete all your previous chat conversations. Note: Once you do this you will not be able to get the chat logs back.

Make sure there is a check mark in the box. Click the close button.

Now you will need to exit Spark and Start the program again.

Click on the Spark menu option on the top left of the roster menu. Then Click Exit.

Start Spark as you normally would after the program exits.

Levinski, Robert

I disagree with this characterization of Spark, and it makes me even more inclined to not use it. I think we need to be very careful here. I would never use Spark to allow a 'constituent' to relay information to Laura to keep it from public record.

BL

From:	Coleman, Glen
Sent:	Wednesday, July 08, 2009 9:22 AM
To:	Council Executive Assistants
Subject:	FW: Spark FAQ

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Policy Aide, Council Member Randi Shade
Austin City Council Place Three
512 974-1374

From:	Taylor, Heath
Sent:	Wednesday, July 08, 2009 8:53 AM
To:	Coleman, Glen
Subject:	Spark FAQ

I have create the FAQ documentation for disabling Spark Chat history.

http://im.ci.austin.tx.us/faq/index.php?action=artikel&cat=1&id=18&artlang=en

Let me know if you have any questions.

From: Morrison, Laura
Sent: Wednesday, July 08, 2009 11:36 AM
To: Levinski, Robert; Rush, Barbara; Corpus, Grace
Subject: RE: Spark FAQ

Good morning everyone. How is life there? I am lazing around still drinking coffee, having stopped overnight at my cousin's house. Looking out over the most gorgeous view of the Pacific, just north of the redwood forest.

Oh yes, and why I'm writing... Glen's email is extremely troubling. I think it would be helpful for someone to respond to the whole group to make sure the new aides understand the other perspective.

-----Original Message-----
From: Levinski, Robert
Sent: Wed 7/8/2009 10:09 AM
To: Morrison, Laura; Rush, Barbara; Corpus, Grace
Subject: FW: Spark FAQ

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Cheers All -

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- glen coleman

Policy Aide, Council Member Randi Shade
Austin City Council Place Three
512 974-1374

From:	Levinski, Robert
Sent:	Wednesday, July 08, 2009 12:41 PM
To:	Coleman, Glen; Council Executive Assistants
Subject:	RE: Spark FAQ

Thanks, Glen. I bet everyone will appreciate you bringing that program to their attention.

As an fyi to the other offices, I thought I'd let everyone know a decision our office made several months ago. Our office chose to opt out of using Spark to communicate with Laura on the dais.

On one hand, it is nice to be able to communicate with your boss instantly like if she needs some quick information or even some water. On the other hand, we were uncomfortable using a program that may not comply with the intent of the public information act.

Nowadays, we just use email or talk to her directly.

Thanks,
Bobby

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Sent:	Wednesday, July 08, 2009 9:22 AM
To:	Council Executive Assistants
Subject:	FW: Spark FAQ

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From:	Taylor, Heath
Sent:	Wednesday, July 08, 2009 8:53 AM