**From:** IT Technical Support Announcement
**To:** IT Technical Support Announcement
**Subject:** Monthly Server and Network Maintenance
**Date:** Tuesday, February 18, 2014 4:41:16 PM

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City Associates,
In an effort to optimize our network services, the Department of Information Technology will be performing monthly server and network maintenance Saturday, February 22nd and Sunday February 23rd.
Due to Library operations during the weekend, server maintenance for Oakland Library servers will commence the morning of Friday the 21st between the hours of 7:30am and 12:00pm.

***WINDOWS-BASED SERVERS***

The maintenance process will require servers to be shut down or rebooted. This will cause BRIEF INTERRUPTIONS IN VARIOUS CITY SERVICES INCLUDING EMAIL. Those services that are interrupted will be offline for a short period of time as each server completes the update process.

***NETWORK SWITCHES / ROUTERS***

Department of Information Technology is in the process of staging, configuring and replacing core switches/routers at the following locations: EOC, FOP & PAB. Replacement of PAB core router is scheduled during this maintenance period. ON SATURDAY, SEPTEMBER 21ST PAB CORE SWITCH WILL BE REPLACED FROM 3AM TO 12PM, NETWORK CONNECTIVITY, INTERNET AND ACESSS TO APPLICATIONS WITH BE IMPACTED.

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ALL PUBLIC SAFETY APPLICATIONS WILL BE AFFECTED EXCEPT THE COMPUTER AIDED DISPATCH SYSTEM (CAD). The on duty supervisor will be notified before a system is taken down and will also be notified when the system becomes available
Thank you in advance for your patience and cooperation.
Department of Information Technology