Community technology advisory commission
Proposed smart cities committee framework

- Committee topic selection (done before any committees are established)
- Determine members
  - no more than 3 total from commission, city liaison, plus others as we determine
- Establish committee chair (must be a commission member)
- Explore options to support and guide committees
- City liaisons serve committees in providing information as needed. Committees develop initiatives.
- Tentative date of final deliverable (end of February?)
- Deliverables
  - Definition of charter, goals and objectives
    - Due week after Thanksgiving
    - Must include tie to a specific city goal, perhaps more than one
  - Definition of deliverables and timeline – Due December 10. Includes statement of support needed from city and others
  - Final deliverable and report to commission – end of February? Deliverables include:
    - Statement of charter, goals and objectives and outcomes that define success
    - Adherence to city council strategic goals by describing how the initiative supports city council strategic goals
    - High-level definition of the application and how it benefits city residents, or provides operational efficiencies
    - Very high-level architecture, i.e., phone app, communications, back-end processing, data flow, etc.
    - Provide real examples of where this initiative has been tried, along with results and outcomes
    - City resident feedback obtained for public facing initiatives
- Meetings as frequently as determined by the committee; location/method to be determined by committee
- Committee chair to keep CTAC chair informed of progress on an ongoing basis. Include city liaisons
- Potential interim full commission meetings to hear how’s it going (by videoconference). Staff to provide guidance to ensure compliance with open meeting laws.
- Members agree to ensure that they adhere to their action item responsibilities and attend all meetings to the best of their ability.