Committee work plan 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)
- Insight to support and guide committees.
- City liaisons serve committees in providing information as needed. Committees develop initiatives.
- Tentative date of final deliverable – end of January

Deliverables
- Definition of charter, goals, and objectives – Due December 8th. 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, written report to City Council January 25th. Work to date, actions to take, seeking Council comment/questions on CTAC direction, modifications to consider, first level checkin
  - Adherence to City Council strategic goals by describing how the initiative supports CC 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.
  - City Council briefing March 8th. Flesh out what was presented January 25th incorporating comments and further progress
  - Potential product vendors, some idea of required custom development. Provide examples of where this has been tried along with results and outcomes
  - City residents feedback obtained, if any, and if required

- 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 on-going basis. Include City Liaisons
- Potential interim full Commission meetings to hear how’s it going. Could be via email or Zoom/equivalent
- Members agree to ensure that they adhere to their action item responsibilities and attend all meetings to the best of their ability
Community technology advisory commission

Connected community committee charter

The goal of the CTAC Connected Community committee is to establish citywide modern networks for residents and visitors to use mobile and internet-based city-based information and services and for general private online use. This will include all aspects of wired and wireless connectivity, access to computer and communications tools and managed services required to enable them to fully participate in online learning, work and healthcare. The committee will conduct its work in support of city council strategic priorities involving leadership in racial equity and environmental stewardship and building social capital through community engagement.

Committee work will investigate existing and forthcoming technologies such as private LTE and 5G, metro ethernets, use of fiber optics and various other network solutions. Chief deliverables from these efforts will be recommendations and alternatives for implementations.

In addition, the connected community committee will investigate applications that would benefit from citywide mobile and high-speed networks such as distance learning, remote working, virtual healthcare, personal communication and citywide services and information.

Initial steps of the committee are:

- Review the Comcast survey results gathered from focus groups as part of the franchise renewal initiative conducted in 2019-2020.
- Review possible network infrastructure alternatives, including an analysis of existing and planned infrastructure. Develop a gap analysis and consequent high-level design.
- Review application opportunities that would use this infrastructure and help drive infrastructure standards and architecture.
- Build out solution bundles that address each use case. Examine public-private partnership opportunities.
- Finalize proposals for the broader CTAC and city council.
- Consider equity goals in any design and work with appropriate commissions and volunteer organizations. Consider prioritized deployments reflecting equity, infrastructure, and topography.
Community technology advisory commission

Environmental committee charter

The goal of the CTAC environmental committee (CEC) is to determine uses and applications of technology to further the city’s efforts in support of its strategic priorities, specifically to continue to lead in environmental stewardship. A key target of the committee is to further the use of advanced technologies in support of the city’s Climate Action Plan (CAP).

The CEC will work with city departments – most notably building and energy – other CTAC committees and city commissions (such as environment and sustainability commission), state agencies and utilities to determine what actions are in progress; where and what type of technology is required to generate and access relevant data; integrate disparate sources of data. This information will be used to display information to relevant departments and agencies and to city residents.

The CEC will also study efforts in other cities that could be useful such as road electrification for public transportation and city vehicles.

Initial tasks will be to work with groups and projects outlined in the current phase of the CAP, including kickstart projects and goals 1, 2 and 4; as well as determine requirements and opportunities such as efforts underway at Westwood Hills Nature Center.

Opportunities for investigation include:

- Dashboard on a CAP webpage to let residents see progress toward goals and obtain information.
- Creation of a central database and integration of data sources such as those from Xcel Energy, the city and other sources. This will aid in analytics and removal of the need for manual entry of data from multiple and disparate sources into applications such as the Energy Star Portfolio Manager which supports initiatives such as the Efficient Building Benchmarking Ordinance.
- Building awareness in the community about existing electric vehicle applications through inclusion in appropriate webpages and dashboards.
- Use of the interpretive center at Westwood Hills Nature Center as a smart building testbed.
- Sensing air quality and integration of that data with a central database for display and analysis.
- Bike and pedestrian sensor system on sidewalks and trails to measure the impact of Connect the Park projects.
Community technology advisory commission

GIS committee charter

The goal of the GIS committee (GISC) is to determine opportunities to enrich the GIS (Geographic Information System) platform to enable other committee endeavors and to find opportunities to use existing platform capabilities and data to fulfill city strategic goals and initiatives more broadly. Of note, most data used by internal city departments is geographic, so the GIS system has provided an integrated source of truth on many areas of city operations which can be commonly accessed and provide helpful context for city employees. GIS data allows for nuanced consideration of city metrics and trends, which means development of GIS capabilities is foundational to pursuing all five city strategic priorities.

The GIS Committee will work with city departments, especially GIS specialists and technical experts, and in collaboration with other CTAC committees, city commissions and community partners. GISC will also study achievements and implementations in use by other cities, such as use of layered data to inform efforts; communicate transparently with the public; and generate more equitable and sustainable policy decisions.

Initial tasks will focus on improved data availability to both city departments and community members, particularly for the goals outlined in the strategic priorities. Another key task is investigating what data might still be needed within the GIS platform to enable meaningful engagement with the strategic priorities and opportunities to integrate additional geographically located datasets in use by the city.

Using the work performed for GIS, the committee will work with city departments and other CTAC committees to examine existing data silos and new integration requirements. This will allow the city to provide data for numerous applications for the near future and beyond.

Opportunities for investigation:

- Implement the trail plowing application, currently in beta for North Cedar Regional Trail, more broadly. This would serve both the environmental stewardship and mobility strategic initiatives and allow future applications for residents showing the status of snow plowing.
- Expand use of dashboards for internal and external topics. Dashboards specific to the city's strategic initiatives could be used to better communicate efforts and progress to the public. Integration of GIS databases and tools by GIS providers would enable this transparency between city efforts and city residents.
- Integrate additional data sources used by the city, but currently not available within GIS. Examples include enterprise utility billing, Xcel Energy data and social media data.
- Expose more GIS platform data to citizens directly. Open data is an increasing trend across even small and rural cities. Making highly requested data sets available, with sites available to visually explore the data, can decrease time spent on routine data collection by staff, improve transparency and result in richer community dialogues.
- Find opportunities where analytics or prediction based on GIS data could provide greater efficiencies or smarter policy recommendations for existing city processes and services.
- Expanded use of mapping applications for tracking traffic, facilities, and city assets and resources.