



**Annual Internal Review**  
**This report covers the period of 7/1/2018 to 6/30/2019**

**COMMUNITY TECHNOLOGY AND TELECOMMUNICATIONS COMMISSION**

**The Board/Commission mission statement (per the City Code) is:**  
**§ 2-1-107 - COMMUNITY TECHNOLOGY AND TELECOMMUNICATIONS COMMISSION.**

(A)

The Community Technology and Telecommunications Commission membership should be broadly representative of community interests. A commissioner should have resided continuously within the City for not less than 180 days.

(B)

In this section:

(1)

Information and communications technology includes digital devices, networks, and software that allow people to create, access, store, transmit, and manipulate information.

(2)

Community technology includes information, communications technology training, and access that promotes civic and cultural participation, employment, and life-long learning.

(3)

Telecommunications services include all transmission of voice, data, or video by means of permanent facilities installed in the City's rights-of-way or by means of radio transmission.

(C)

The commission shall advise the city council regarding issues that include:

(1) Community technology;

(2) Telecommunications services;

(3) New sources of funding for access television projects;

(4) New sources of funding for community technology projects;

(5) Allocation of annual financial support;

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2018 - 2019

(6) The evaluation of the performance of access television contractors and other community technology contractors, including development of criteria to be used for evaluations; and

(7) Information and communications technology facilities and services that are operated by the City for public use, including the City web site, Internet services and open government technologies.

(D)

The commission shall conduct public hearings regarding issues that include:

(1) The performance of access television contractors and other community technology contractors; and

(2) The identification of community cable, telecommunications, and technology needs.

(E)

The commission shall promote access to telecommunications services and community technologies by methods including:

(1) Public awareness, use, and viewership of access television programming and other community media;

(2) Identifying community technology needs and problems in the City and defining innovative programming approaches to those needs and problems; and

(3) Public awareness of telecommunications policy and community technology issues.

(F)

The commission shall serve as a coordinating forum for issues relating to the provision of every different type of telecommunications services and community technologies, by receiving reports and recommendations from other City boards and commissions and from City departments, and forwarding these to the city council.

(G)

The commission does not possess any sovereign authority regarding any cable television or cable related telecommunications issue, and the commission serves in an advisory capacity only.

(H)

The Commission may create a Grant Review Committee consisting of up to seven members to review grant applications, conduct interviews, and evaluate applications for the purpose of providing recommendations to the Commission for grant awards under the City's Grant for Technology Opportunities program. The Commission may appoint persons to the Grant Review Committee who are not members of the Commission, but must appoint one member of the Commission to the Grant Review Committee who shall serve as ex-officio chair of the Grant Review Committee. All members of the Grant Review Committee are subject to Article 4 of [Chapter 2-7](#) of the Code (*Code of Ethics*).

Source: Ord. 20071129-011; Ord. 20080618-030; Ord. 20111208-073; [Ord. No. 20141211-204, Pt. 11, 7-1-15.](#)

- 1. Describe the board’s actions supporting their mission during the previous calendar year. Address all elements of the board’s mission statement as provided in the relevant sections of the City Code.**

*(Reference all reports, recommendations, letters or resolutions presented to the City Council on mission-specific issues. If some of the elements of the mission statement were not acted on by the board in the past year, the report should explain why no action was taken.)*

Reflecting adoption by our 2018-2019 Commissioners, the following first describes key demonstrative challenges facing the Commission before listing the presentations and collective actions taken to address them during the previous calendar year. These presentations and actions are grouped by functioning Working Group.

## Previous Year Work Plan Presentations and Actions

Items in italics are related agenda items.

### Commission Challenges

1. How might the Commission encourage and monitor the development, adoption, and deployment of small cell and other advanced/upcoming technology?
  - a. *Austin’s Smart Mobility Technology (Jason JonMichael, Austin Transportation Department)*
  - b. *Google Fiber & Community Connections Program in Austin (Daniel Lucio, Google Fiber)*
  - c. *City of Austin Wireless Small Cell Permitting (Rondella Hawkins, City of Austin)*
  - d. *City of Austin Open and Smart Initiatives and 5G grant proposal (Daniel Honker, Daniel Culotta, and Ted Lehr)*
2. How might the Commission provide citizen oversight over and insight to smart city and open government efforts?
  - a. *Review of the memorandum from Austin Energy on “One Touch Make Ready”*
  - b. *Austin Energy’s deployment of smart meter technology (Dan Smith, City of Austin)*
  - c. *Digital Inclusion Program update on the PC Loan Pilot Program (John Speirs, City of Austin)*
  - d. *Briefing on the City’s Open Data Portal (Sara Smith, City of Austin)*
  - e. *Briefing on Austin Water’s Smart Meter Efforts (Chris Stewart, City of Austin)*

## Technology, Infrastructure, & Innovation Working Group

1. Collect and review data on existing City of Austin network infrastructure
  - a. *City of Austin Telecommunications Network (Bruce Hermes, City of Austin)*
  - b. *Review of the memorandum from Austin Energy on “One Touch Make Ready”*
  - c. *Austin Energy on the Federal “One Touch Make Ready” policy (Susan Groce, City of Austin)*
2. Connect with other City of Austin commissions who have oversight authority in order to increase effectiveness and impact.
3. Evaluate if networks can be combined
  - a. If they can, recommend action to City Council
  - b. If not, publish findings

## Digital Inclusion and Civic Engagement Working Group

1. Collect, review, and analyze data on the Grant for Technology Opportunities Program (GTOPs)
  - a. *Recommendations for the 2019 Grant for Technology Opportunities Program (John Speirs, City of Austin)*
  - b. *GTOPs 2019 Recommendations (John Speirs, City of Austin)*
  - c. *2019 Grant for Technology Opportunities Program Update (John Speirs, City of Austin)*
  - d. *GTOPs 2019 Award Recommendations*
2. Recommend to the Austin City Council additional resources for GTOPs
  - a. *FY 2020 Budget Recommendations – Funding for GTOPs*
3. Recommend to the Austin City Council on the modernization of City of Austin ordinance on video conferencing on commission meetings to allow for remote participation for Commissioners
  - a. *Legal Framework of the Texas Open Meetings Act as it Relates to Remote Participation at Commission Meetings (Heather Lockhart, Law Department)*
  - b. *Commission discussion on generating a recommendation to City Council regarding remote participation at City commission meetings*
  - c. *Action on the proposed Request for Council Committee Agenda Request on remote participation at commission meetings*
4. Explore public/private partnership pilot opportunities, potentially involving Wi-Fi hotspot loan programs for Austin Public Library or smart kiosks
  - a. Analyze the pilot effort
    - i. *FY 2020 Budget Recommendations – Funding for the Wi-Fi Hotspot Lending Program*
  - b. Generate a report on the analysis

### Knowledge, Information, and Data Stewardship Working Group

1. Identify key information lapses on the City of Austin Website and advocate for the information to be made available
  - a. *Strategy and Recommendations supporting Accessibility in the Digital Era (Marni Wilhite and Ben Guhin, City of Austin)*
  - b. *Briefing on the Communications and Technology Management Departments effort to evaluate the accessibility of City services (Daniel Honker)*
2. Stay informed on the re-design of the City of Austin website in order to provide citizen oversight of the process
  - a. *Review of the City of Austin website redesign project (Marni Wilhite and Ben Guhin, City of Austin)*
  - b. *FY 2020 Budget Recommendations – Funding for Website Re-Design*
3. Receive presentation on the learnings from the 2017 Digital Assessment Project
  - a. *The 2018 Residential Technology Study (Joseph Straubhaar, University of Texas)*
4. Receive presentation on all City of Austin technology pilots and projects via the Open and Smart Advisory Committee and monitor progress
  - a. *Austin’s Smart City Strategic Roadmap (Daniel Culotta, Innovation Office)*

2. **Determine if the board’s actions throughout the year comply with the mission statement.**

The Commission’s actions fully comply with the mission statement.

3. **List the board’s goals and objectives for the new calendar year.**

*(Make sure the goals and objectives fall within the mission statement of the board/commission.)*

## Community Technology & Telecommunications Commission 2019-2020 Work Plan (Goals & Objectives)

This Work Plan sets out the areas of focus and corresponding Working Groups for the Commission. Each area of focus has a working group and identified topics to discuss. Once formally adopted at the Commission's June 2019 meeting, the implementation and actions can be amended over the year based on the majority approval of each team.

### Focus Areas for Community Tech & Telecom Commission

- Technology Infrastructure & Innovation
- Digital Inclusion & Civic Engagement
- Knowledge, Information, and Data Stewardship
- Strategic Technology and Telecom Policy Impact

### **Strategic Intent**

It is the City's intent to use information and communications technology to enhance its livability, workability and sustainability design. The Commission will play a role in ensuring "the use of smart computing technologies to make the critical infrastructure components and services of a city (such as city administration, education, public health and emergency services, public safety, real estate and planning/ development, code enforcement, transportation and utilities) more intelligent, interconnected and efficient.

The Commission's vision is to transform services and improve quality of life with and for all Austinites, businesses, and visitors through the focus areas listed above. The Commission's goal is to support the City's efforts to become increasingly efficient in solving real problems for real people.

The Commission will develop reports and recommendations to Council through collaboration with relevant City departments and commissions, community partners and stakeholders (including the local technology community). These reports and recommendations will: 1) Inform City policy decision-making, 2) Identify Smart City solutions and initiatives to tackle local challenges and improve city services, and 3) Recommend potential public and private opportunities for these initiatives. These reports would be generated in the Commission Working Groups and be voted on by the whole Commission.

## Community Technology & Telecommunications Commission

### Commission Chair and Members:

Chair Nehemiah Pitts III - Council Member Natasha Harper-Madison, District 1

Vacant - Mayor Steve Adler

Claudia Yanez - Mayor Pro Tem Delia Garza, District 2

Malcolm Yeatts - Council Member Sabino "Pio" Renteria, District 3

David Alexander - Council Member Gregorio Casar, District 4

Dave Floyd - Council Member Ann Kitchen, District 5

Irfan Syed - Council Member Jimmy Flannigan, District 6

Dina Ayman - Council Member Leslie Pool, District 7

Michelle Reinhardt - Council Member Paige Ellis, District 8

Nicole Thompson - Council Member Kathie Tovo, District 9

Sumit DasGupta - Council Member Alison Alter, District 10

### Commission Challenge Statements:

The Commission shall address these challenges over the next year:

1. How might the Commission encourage and monitor the development, adoption, and deployment of small cell and other advanced/upcoming technology?
2. How might the Commission provide citizen oversight over and insight to smart city and open government efforts?
3. How might the Commission work with other Commissions and across all City departments to identify opportunities for collaboration?
4. How might we use city technology to promote civic participation, transparency, open data, and equitable access to services by citizens?

### Actions:

Over the next year, the Commission shall support and implement actions of the working groups in alignment with the Commission's Strategic Intent.

## **Technology, Infrastructure, & Innovation**

### **Working Group Chair and Members:**

- Co-Chair Sumit DasGupta
- Co-Chair David Floyd
- Malcolm Yeatts
- Nehemiah Pitts
- Dina Ayman

### **Topics:**

Over the next year, this Commission Working Group shall consider the following topics:

1. One-Touch-Make-Ready discussion with San Antonio or other cities
2. Google deployment
3. Rollout of upgrades by carriers to interconnect technology
  - a. Corridor development and alignment with interconnectivity upgrade
  - b. Benchmark what other cities are doing on shared conduits
4. CoA network sharing, e.g., GATTN
5. 5G and small cell deployment
6. Smart Cities
7. ATD smart mobility effort
8. Upgrade to city fiber technology



## Digital Inclusion and Civic Engagement

### Working Group Chair and Members:

- Chair Nehemiah Pitts III
- David Alexander
- Claudia Yanez
- Elizabeth Nicole Thompson Beavers

### Topics:

Over the next year, this Commission Working Group shall consider the following topics:

1. Expansion and improvement of the Grant for Technology Opportunities program (GTOPs).
2. Austin Public Library Wi-Fi Lending Program Expansion
3. Digital Empowerment Community of Austin (DECA) Expansion
4. Remote Participation at Boards & Commissions meetings
5. Cross Commission Collaboration (COA & Travis County)
6. Website Redesign Progress & Implementation
7. Residential Technology Survey review

## **Knowledge, Information, and Data Stewardship Working Group**

### **Working Group Chair and Members:**

- Chair David Alexander
- Dave Floyd
- Nehemiah Pitts III
- Michelle Reinhardt
- Irfan Syed

### **Topics:**

Over the next year, this Commission Working Group shall consider the following topics:

1. Website Redesign Progress & Implementation
2. Open Data Portal Awareness Campaign Review
3. Technology Pilots
4. Residential Technology Survey review
5. City Council vote tabature

## Strategic Technology and Telecom Policy Impact Working Group

### Working Group Chair and Members:

- Chair Dina Ayman
- Nehemiah Pitts III
- Irfan Syed
- Claudia Yanez
- Nicole Thompson

### Topics:

Over the next year, this Commission Working Group shall consider the following topics:

1. Collaboration Summit planning, including:
  - Identifying Boards, Commissions, and City Departments uniquely budgeted for technology pilots, innovation, and city services
  - Organizing a summit with the identified entities
2. Strategic collaboration between City Council, other COA boards and commissions including:
  - Identifying key individuals from these entities
  - Identifying the entity goals that align with the CTTC
  - Identifying state, county, and local policy relevant to topics discussed
  - Collaboration with and between these entities