

Information Technology Advisory Commission Charter Adopted March 17, 2015

Introduction: The Information Technology Advisory Commission (ITAC) is created as an advisory body by the County Board of Arlington County, Virginia. The Information Technology Advisory Commission was originally established by County Board Resolution on August 12, 1980, as the Cable Television Advisory Committee. The charge was revised on December 15, 1987, to update its mission and decrease the membership by two members. On May 16, 1998, the County Board expanded the Commission's size by adding two members. The charge was further revised by the Board on December 14, 1999, to reflect technological advances that have resulted in a convergence of previously separate information technologies - cable television and other video delivery systems, telephony, digital data transmission, the Internet, and computerized information systems. It was then amended as May 5, 2007 to reflect the current scope of its activities and to rename it the Information Technology Advisory Commission.

Mission: To provide advice to the Arlington County Board on all types of information technologies and systems in order to achieve the most efficient and cost-effective communications and IT services as well as to seek the greatest resilience of these services under emergency conditions. This advice also relates to the most effective use of current and future communications and IT systems in order to achieve the current or future goals and objectives of the County Board—including cooperative relations with the Arlington Public Schools. The achievement of this mission will require, on occasion, interaction with State and Federal Communications and IT regulatory bodies, the Emergency Preparedness Advisory Commission, the Planning Commission and possibly other Commissions as well the Arlington citizenry-at-large in order to understand their concerns regarding the delivery of IT and communications services to the business and residential community.

Governing Documents:

County Code Chapter 41.2 Cable Television Communications
Resolution to Promote Public Safety Communications in Construction, Adopted October 22, 2013
County Code Chapter 3 Building Code
County Code Chapter 26 Utilities
County Code Chapter 58 Emergency Management

Functions and Scope: The ITAC shall keep Arlington County, Arlington Public Schools, and community leadership apprised of issues and actions regarding the Information Technology and Telecommunications systems in accordance with its duties as outlined below.

Membership: The ITAC shall be comprised of thirteen (13) members. These members are drawn from the community at large with an effort to recruit those with special

expertise and knowledge of communications and IT systems and applications. The County Board will appoint and maintain a roster of members including: their name, addresses, telephone numbers, e-mail addresses and brief biographies that include any special competencies.

Members will be appointed for two-year terms, and with reappointment, shall be normally permitted to serve no more than six (6) consecutive years (unless term limits directed by the State). In light of the special technical competencies involved the Board—at their discretion - can allow members to serve for more extended terms. All members serve at the pleasure of the Board.

ITAC members are expected to serve a liaison function to interested parties in Arlington including any group who has formally submitted their name for membership. A member of the Commission who fails to attend three (3) ITAC meetings in a single year without providing advance notice to the Chair, or staff, may be asked to resign his or her remaining term on the Commission. The Commission Chair, after consultation with the County Board liaison, shall notify the member if such an action is warranted.

Chair, Vice Chair and Committees: The County Board shall appoint a Chair (or the ITAC shall forward a nomination to the Board for its consideration) who shall lead the efforts of the Advisory Group. Also, one member of the group may be appointed by the County Board or the Group to serve as Vice-chair when the Chair is unavailable.

Committee Membership: The ITAC may create ad hoc or standing committees, as necessary, to accomplish specific ITAC missions and the Chairman shall appoint committee leadership. With the concurrence of a majority of the Commission's members, the Commission Chair may ask the County Board to establish ad hoc citizen subgroups or task forces or work with organizations in the County to conduct public forums related to IT services and technology in order to assist the Commission in its work. Any such ad hoc group or task force or public forum shall include two Commission members selected by the Commission Chair. The Commission will also seek to coordinate its work with other relevant Advisory Commissions as well as the School System under the guidance of the County Board. Committee membership may include persons who are not on the ITAC.

Staff Liaison: The County Manager shall appoint a member of staff from the Department of Technology Services to serve as liaison to the ITAC.

Meetings: The ITAC will meet as needed to adequately fulfill its role and responsibilities outlined in this charter and will normally meet once a month with a one month hiatus in the Summer months. The ITAC will also advertise and hold public hearings as may be required to meet its statutory obligations and requirements to provide informed advice to the Arlington County Board. All meetings will comply with Virginia Open Meeting requirements and the Freedom of Information Act. Agendas and meeting minutes will be made available to the public in a timely manner.

The Advisory Group Handbook provides additional information on the conduct of meetings as well as communication protocols that should guide all members in their advisory group work.

Reporting to the Board: The ITAC will provide recommendations to the County Board about Communications and Information Technology systems and applications. The ITAC will at a minimum submit an annual report to the County Board after consultation with the Board Liaison. ITAC may, from time to time, be asked to provide comment at a regular Board meeting or Board work session. It may also provide advice on budget and capital spending priorities. The Chair shall consult with the staff liaison and review the published public hearing schedules.

The ITAC shall have the following duties:

1. **Monitor and Evaluate Franchises, Certificates and Similar Agreements:** Make recommendations to the County Board regarding franchises, certificates, and other similar agreements that are or should be reached between the County and companies seeking to provide within Arlington County cable television, other video delivery services, data transmission systems, or electronic information services and, where appropriate, monitor performance under and compliance with those agreements. With regard to cable television franchise agreements, the Commission will provide review, oversight and advice with regard to all aspects of existing or proposed franchise holders operations include the provision of reliable and responsive services to the citizenry and business community, revenues to the County, PEG channels, as well as effective reporting on any problems or issues that may arise.
2. **Serve as an Information Resource:** Serve as an information resource for the County Board regarding industry implications as they affect policy for all forms and types of information technologies and services. Where appropriate, the Commission will hold public hearings prior to County Board decisions regarding such matters and communicate the results of these hearings to the County Board.
3. **Make Recommendations Concerning Policy and Legislation:** Where appropriate, make recommendations, and provide data and documentation to the County Board regarding the availability, economic viability, and value of new video delivery services, data transmission systems and electronic information services as they relate to promoting industry competition, conserving energy and promoting the construction of “smart” buildings, fostering economic development, encourage tele-working, facilitating more efficient use of public transportation, and providing public access to information. The Commission shall also be apprised of and make recommendations regarding the development of legislation around issues spawned by the convergence of the various telecommunications and technology industries as they may affect the County, its citizens, its businesses and its educational systems.

4. Meet with the County Board and provide an Annual Report: Meet with the County Board in work session at the request of the County Board. The Chair of the Commission may also request a meeting with the County Board if the Commission feels that there are issues within the Commission's jurisdiction that require the attention of the Board. The Commission will also submit a written annual report to the Board.

5. Support the County Board in Efforts to Upgrade the Image of Arlington County as a 21st Century Information and Education Center: Provide assistance in encouraging the growth in Arlington of advanced technology enterprises and research centers, leading university education and training services and facilities, and innovative IT systems within Arlington County. This activity would be leveraged by the presence within the County of research centers, universities, and the high tech industry.

6. Improvement of County Services through IT Services: Provide assistance in encouraging the use of innovative tele-services and IT systems to improve the performance and efficiency of County services and to meet goals related to energy conservation, information dissemination, environment, and/or worker productivity as indicated by quantitative and/or qualitative performance measures. This activity also may require cooperation with and consultation with the Arlington Public Schools in areas where joint, cooperative or supportive communications and IT systems may be involved.

7. Encouragement of Green and "Smart" Building and Infrastructure: In conjunction and in cooperation with the Planning Commission will assist in advising on urban infrastructure and buildings to ensure effective use of broadband wireless, satellite and fiber technologies so as to make these facilities more energy efficient, "green" and flexible so as to support emergency communications requirements, "smart energy" applications, telecommuting, innovative business, educational or training applications, and to allow future and cost-effective upgrades to County infrastructure.

8. Emergency and Disaster Communications: Advise with respect to effective, comprehensive and modernized emergency communications, E911 and IT systems—through both public and private channels for Arlington and, as appropriate, the Metro area.

9. Non-Regulated Information Systems, Including Internet, Competitive Local Exchange Carrier (CLEC), Satellite and Wireless Communications Systems. Advise on information or telecommunications matters and policy that might arise in such areas as Internet and IP transmissions, Competitive Local Exchange Carriers, Wi-Fi and Wi-Max systems, and licensed and non-licensed wireless and satellite systems.

10. Assessment and Evaluations: Provide assessments and evaluations of the effectiveness and cost efficiency of new information or telecommunications systems

using appropriate performance measures and particularly in response to requests by the County Board.

Update of this Charter: From time to time, the ITAC shall review this charter to assure that it meets current needs. Any requests for changes must be processed through the Board Liaison.