



INFORMATION TECHNOLOGY ADVISORY COMMISSION  
2100 Clarendon Boulevard, Suite 314, Arlington, VA 22201

**DRAFT**

7:30 PM, Wednesday, October 26, 2016  
3rd Floor Conference Room Rm 311  
Courthouse Plaza, 2100 Clarendon Blvd.  
Arlington, VA

### **MEETING MINUTES**

**In attendance:**

**Chair:** Frank Jazzo

**ITAC Members Present:** Mary Crannell, Vice Chair  
Phil Caughran  
Dan Laredo  
Anita Nolen  
Martha Moore  
Kevin Robins

**Members Not Present:** Kenneth Cohn  
Ben Faatz  
Joshua Farrar  
David Husband  
William Lang  
Robert Schill

**County/Schools Staff:** Rob Billingsley, Cable Administrator  
Jack Belcher, CIO  
Holly Hartell, DTS

**Cable Company Representatives:** Marie Schuler, Comcast  
Louise Anderson, Verizon

1. Meeting called to order by Frank Jazzo, ITAC Chair 7:30 pm; Quorum present; Meeting Agenda approved.
2. Public Comment: None.
3. Approval of Minutes of Prior Meeting: September 28, 2016 Minutes approved and adopted.

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4. Administrative and Other Issues
  - ITAC will hold a televised public hearing in order to obtain community input regarding Arlington County's soon-to-be-proposed Franchise Agreement with Comcast on Monday, December 5 at 7:30 pm in the County Board Room. The Franchise Agreement is on the County Board's Agenda for its December 13 meeting.
  - Mary Crannell and Martha Moore volunteered to draft a letter summarizing the hearing with the purpose of advising the County Board on the new Franchise Agreement with Comcast. The draft letter will be sent via e-mail to each of the ITAC Commission members for review and comment. There was discussion of ITAC meeting again on Wednesday, December 7<sup>th</sup> for final approval of the letter but no one moved to put the question to a vote. Rob Billingsley said he would check to see if the letter could be submitted without a vote approving it by ITAC.
  - Arlington County will place an advertisement in the Wednesday, November 16<sup>th</sup> edition of the Washington Times announcing that the proposed Franchise Agreement will be on the County Board's Agenda for its December 13<sup>th</sup> meeting. The ad will include mention that a copy of the proposed agreement will be available for review in the County Board's office.
  - Rob Billingsley will provide link to an executive summary of the Franchise Agreement in a second advertisement prior to the Board's December meeting.
  
5. Keynote Speaker: Victor Hoskins, Director, Arlington Economic Development (AED)
  - AED's primary mission is to reduce its office vacancy rate, which historically has been 10%. In his first year as head of AED, the department's Business Investment Group has attracted 1.8 million square feet of leased space (900,000 square feet was retained and 940,000 square feet is leased by tenants new to the County).
  - Arlington County tax base is 50% commercial and 50% residential. Every one percent of vacancy represents \$3.4 million in lost tax revenue.
  - The County's office vacancy rate is down slightly to 21%. Much of the vacancy was created by BRAC (Base Realignment) and the federal government's sequestration.
  - In the next five years Arlington is faced with the possible departure of federal tenants that occupy 2.5 million square feet. The National Science Foundation will be moving to Alexandria in late 2017 leaving behind 665,000 square feet.
  - AED's marketing strategy involves participation in such trade shows as SXSW and the Consumer Electronics Association's annual conference.
  - AED also leverages its relationships with local businesses to create incentives to offer small startup companies.
  - Mr. Hoskins stressed the need for the County government to be more flexible, which he said is more important than additional funds and manpower.

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6. DTS Strategic Directions (Holly Hartell, DTS; Jack Belcher, DTS CIO)
  - Holly Hartell announced the next upcoming “Digital Destiny” event will be held at the AUSA building on Wilson Boulevard, November 29th on mobility with Dennis Leach, the County’s Director of Transportation, and Sokwoo Rhee, head of the NIST Smart Cities Global Challenge program. Other meetings on related topics will continue to held in the community.
  
7. Regulatory & Legislative update (Frank Jazzo)
  - The FCC adopted rules to improve wireless emergency alert (WEA) content, delivery and testing by expanding emergency messaging from 90 characters to 360. Emergency phone numbers and URL’s will now be embedded in emergency messages in order for recipients to obtain more information
  - On the day following the ITAC meeting, the FCC was scheduled to vote on an order that would apply to the privacy requirements of the Telecommunications Act by requiring broadband internet access service providers and providers of other telecommunications services to make available to broadband customers the tools they need to make informed decisions about the use or sharing of information by their broadband providers.
  - Frank Jazzo reported that last week he read a news report that in the District of Columbia, the City’s Parks and Recreation department will soon be installing park benches that provide outlets for charging cell phones and offer free public Wi Fi. The benches, which cost about \$2500 each, will be powered by solar panels.
  - Comcast recently settled complaints with the FCC enforcement bureau to resolve an investigation into whether the company wrongfully charged customers for services and equipment that those customers never authorized. The \$2.3 million settlement is the largest civil penalty ever levied by the FCC against a cable operator. Comcast is also required to follow a five-year compliance plan.
  - The FCC proposed rules to increase the availability of diverse and independent programming to consumers. The rules are aimed at looking at the contracting done by multi-channel program providers.
  
8. Cable Administrator’s Report (Billingsley)
  - County and Comcast are still negotiating the Franchise Agreement, which is expected to be ready for the County Board to consider and vote on at their December meeting (December 13).
  - Rob Billingsley reported that by definition of its agreement with Arlington County, Verizon’s build out is 100% complete. All single family units are done and seven percent of the MDU’s are in the final stages of having fiber installed. Agreements with HOAs and building managers are being finalized and the paths the installations will follow are being determined.
  - The question of why Verizon does not carry the Weather Channel was asked, to which Louise Anderson of Verizon explained that the contract between the Weather Channel and Verizon expired last March. Verizon has no plans to renew

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with the Weather Channel, which is owned by Comcast. It was pointed out that the Weather Channel is available as an app for a computer and mobile device.

9. Good of the Order
10. Adjournment
  - Meeting was adjourned at 9:06 pm.