

CTTAB

April 10, 2007 Minutes

City of Seattle, Seattle Municipal Tower
27th Floor, 700 – Fifth Avenue, Seattle, WA 98124

<p>Present Peg Achterman Leah Altaras Bill Baron Fran Clifton Harry Hart, III Richard Huff Tom Kee Jerry Lin Nina Sanders Oren Sreebny Shivani Tejuja Matt Towers Vicky Yuki</p> <p>Excused Charles Brennick Michael Davidson</p>	<p>Absent Todd Achilles</p> <p>Visitors Ken Meyer</p> <p>Staff Delia Burke David Keyes Jill Novik Tony Perez</p>
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1, 2. Announcements; Agenda Approval; Review of February, 2007 Minutes; Report from the Chair:

The February, 2007 minutes were approved as amended and April agenda approved as amended to reflect the absence of the CTO.

Novik noted that at the March Board retreat, CTTAB accepted a rule change clarifying its conflict of interest policy (See attached.)

3. Public Comment

No public comment.

4. Office of Broadband Report: Tony Perez

MDM Franchise renewal negotiations are getting close to deal points; we'll meet with the refranchising committee shortly. The Office of the City Auditor and Cable Office staff are conducting a very thorough Millennium audit of its adherence to the Cable Customer bill of Rights and we expect a report in June.

FCC Order: comments, on the few items open for comment, are due April 20.

Broadband: the consultant is conducting a market survey, which should be completed the middle of April.

5. Community Technology: David Keyes

Cable Modems: Richard Huff reported that the committee is reviewing criteria for the program.

Wi-Fi: Keyes noted that journalist Amy Roe was interested in the wi-fi- program, spurred by the deployment of wi-fi in downtown Bellevue: what are the public policy goals, long term strategy, etc.

Brainstorm: members asked David and Delia to provide some information/criteria on what kinds of articles are sought for the ezine. David will prepare some guidelines for CTTAB.

Youth Civic Engagement: Shivani Tejuja reported on the status of the Youth Civic Engagement project and asked for a vote of endorsement in the strategic direction of the project (For more detailed info refer to attached document). CTTAB approved this unanimously. The City is partnering with the YMCA and the University of Washington Center for Communications and Civic Engagement, a well as One Economy, to develop the initial web platform. For now this is being called the Seattle Youth Commons, though will be renamed by youth to be something spicier. A team of youth, managed by the Y, will start designing and collecting initial content for the site this summer. There will be focus groups in early April and a table at the Mayor's Youth Summit on April 28, as well as working with the YMCA during youth summer programs. Achterman said that the graduate students working on this project at the UW want this to be youth driven.

Technology Matching Fund (TMF): Nina Sanders

The TMF Review Committee of CTTAB recommended a slate of 15 projects, whose proposed community match will exceed \$326,00 (See attachment). According to Sanders, 29 applicants requested \$386,592 in funding. The 2007 budget for awards totals \$160,000. A number of the projects, she said, move beyond basic computing to provide more advanced applications of technology and training, such as applied workforce technology literacy and programming social network databases. Altaras adding that another trend was the increase in youth literacy programs, especially digital media projects (video, photography and graphics). They noted that the needs of the target population were expanding, with children being more computer literate and therefore needing more diverse and advanced technologies. Sanders noted that one unfortunate conclusion is that the digital divide seems to be increasing: those without access are pushed farther out of the mainstream.

Hart asked about the Interconnections application. Sanders noted that Charles Brennick intentionally absented himself from this meeting and someone else from Interconnections prepared and supported the application. She added that the program was sound and proposed solid partnerships.

Action: Attending CTTAB members unanimously approved the committee recommendations for the 2007 Technology Matching Fund grants.

Keyes said that the recommendations will be presented to City Council in early June and grants will become effective after Council action.

6. Adjourn: The meeting was adjourned at 7:58 p.m.

- 5.3 After disclosing a potential conflict of interest under Sections 5.1 or 5.2, the board member may participate in discussion about the matter, but may not participate in the vote or official board action on the matter. The disclosure should be described in the minutes of the meeting. If the transaction that could result from the board's action is a Technology Matching Fund (TMF) award, the board member may not be involved in the board's review of TMF applications or participate in any discussions, votes or official board actions recommending which entities will receive TMF grants. The board member may not assist the organization with which he or she has an interest in applying to the TMF. The board member may not prepare or sign the TMF application, or make any formal or informal presentations to other board members or DoIT employees. If the organization with which the board member has an interest is awarded a TMF grant without the board member's assistance, the board member must notify the Office of Ethics and Elections in writing of his or her interest in the contract. (Amendments adopted March 13, 2007.



City of Seattle

Greg Nickels, Mayor

Department of Information Technology

Bill Schrier, Chief Technology Officer

Community Technology Report – April, 2007

Technology Matching Fund – The review committee of Leah Altares, Nina Sanders and Michael Davidson completed rating and interviews and are forwarding 15 projects to the full CTTAB to recommend for funding. These will be presented for a vote at the full CTTAB meeting on April 10th.

Microsoft to visit South Park RecTech lab - Martin Bean, the Managing Director of Education for Worldwide Public Sector at Microsoft is confirmed for a visit to the RecTech South Park Community Center computer lab on April 18th from 2:30-4:30. He'll be talking with us about the youth civic engagement project and education partnerships, then meeting with students in the TechNet after-school program there.

Cable Modems - The Community Tech staff is in the final stages of completing revisions to the cable modem application to streamline the process and allow for non-profit, non tech labs to receive cable modems. There are a couple eligibility questions that need discussion, such as whether we provide modems to large organizations, day care centers, Seattle Housing Authority offices, and private schools.

Wi-Fi – There were 2849 users in March, up from 2618 in February. The access point in Steinbrueck Park was replaced and service restored. This had been damaged in storms.

Student career tour of DoIT – On Monday, 4/9 during school break, a group of students from the RecTech after-school programs visited DoIT to learn about careers here.

Brainstorm - The April issue of Brainstorm includes features CTTAB's letter to the legislature, the Cambodian Women's Center, David Keyes' meeting with the Mayor of Penalolen, Chile, and the city's immigrant and refugee initiative. May issue will have the new CTTAB members.

Media - David spoke with Amy Roe at the Seattle Times about the wi-fi project. She's writing a piece about the eastside cities deploying wi-fi and what the public investment interest is.

Rainier, South Park digital media labs being installed: New IMac G-5 computers have arrived for South Park and Rainier Beach Community Centers as part of our support for digital media and graphic arts instruction. 911 Media Arts is training at South Park and RecTech has begun searching for additional media/graphic arts program providers.

Cambodian Womens Center: A Comcast modem has been installed at the Cambodian Women's Center. Derrick helped them connect their community computer and office network to this.

Tax Refunds: The Yesler and Rainier Beach computer labs are doing well in helping families get tax refunds through the United Way EITC campaign. Yesler is operating 8 hours per week and Rainier Beach 12 hours a week. As of mid-March, they had helped 650 people obtain more than \$1 million in refunds! The Rainier Beach site has enabled \$322,000 in earned income tax credits and Yesler had about \$160,000. This is cash back in the pocket of low and moderate income residents.

CTTAB

April 9, 2007

Office of Cable Communications Director's Report

I. Millennium Digital Media

a. Millennium Negotiations:

We are making steady progress in the negotiations. We believe that we are close to arriving at the outlines of a potential agreement. We look forward to soon meeting with the re-franchising committee to provide an update.

b. Millennium Transfer:

We are still waiting for Millennium to submit all of the documentation needed to complete our financial review.

c. Cable office staff is coordinating with the City Auditor's to conduct an audit to determine the extent of Millennium's compliance with the CCBOR. This information will be included in the renewal ascertainment.

II. FCC Order on local franchising:

Summary of Order

The FCC Order on Local Cable Franchising was published on March 21, with comments due by April 20 on whether the Order should also be applied to incumbent cable operators at franchise renewal. Barring a stay, the Order will take effect on April 20. Among other things the order would:

- Institute a 90 day "clock" for the entire franchising process for providers with existing facilities in the rights of way - in Seattle this would affect potential franchises with Qwest and possibly Millennium Digital Media (MDM).
- Inhibit local authority to require buildouts
- Negatively impact PEG requirements
- Potentially apply to incumbents at time of renewal
- Allow operators to deduct from franchise fees the costs of providing service to schools and public buildings and other non-capital considerations

The order would not apply in states that have adopted statewide franchising laws.

Cable Office staff is coordinating with Office of Intergovernmental Relations and WATOAs as well as national organizations such as NATOA, NLC, USCM, the Alliance for Community Media and others. The national organizations are working a three-phased approach and we are participating at each level:

1. Appeal: The overall goal is to get the order reversed so that it does not take effect. The legal team representing local governments filed an appeal last week in the 4th circuit. In the interim, the legal team will seek a stay to keep the Order from taking effect. Along with other cities we have completed a survey for NATOA outlining "irreparable harms" to the City from implementation of the Order. Establishing irreparable harm is considered essential to the chances of obtaining a stay.
2. Filing Amicus brief: The City, along with WATOAs, will sign on to an amicus brief in support of a stay of the Order.
3. Further FCC Rulemaking notice: Comments are limited to very few items and are due by April 20. The Cable Office is responding on the following related to applying the new rules to renewal: the 90 day "clock;" buildout; customer service issues (not proposed for change); and a general opinion that FCC has exceeded its statutory authority on the rest of the Order.

III. Broadband Project

We are waiting for the results of a residential market survey. This is the final piece of information required before we can complete our analysis and report our findings.

Youth Civic Engagement (Youth Commons) Project Update April 9, 2007

We want CTTAB sign-off on the direction we're heading. In order to launch the development this summer with youth, we need to have contracts in place in the next couple weeks.

Here is an overview and status.

- 1) **Partnership:** We've been developing a partnership with the Metrocenter YMCA and the University of Washington Center for Communications and Civic Engagement. The YMCA runs the Mayors Youth Council and Get Engaged program as well having a Digital Connector tech learning program. The UW Center has run the Student Voices program and the Becoming Citizens program which teaches youth leadership and presentation skills. There are numerous additional organizations, including the public library teen program, interested in contributing topics and content to the project. One Economy is involved through their partnership with the Y.
- 2) **Web based Youth Commons:** We are working towards development of Digital Youth Commons which will serve as a framework for civic discussion, youth expression and resources. There is nothing like this currently. This will aggregate and lead to rich youth media already being produced and seed additional relevant content and dialogue. While the Commons will start online, it will also be developed as an opportunity for Seattle Channel programming (taped and live) and in conjunction with face-to-face activities.
- 3) **Engagement:** Our goal is that a citywide youth presence will promote dialogue of issues among youth, be used to market local civic engagement opportunities and also enable elected officials and policymakers to go to youth for advice.
- 4) **Features:** There is still development to go, but the site is likely to have youth issues discussion/blogs, multimedia, events calendar, job and internship board, art gallery, polling, maps and more.
- 5) **Hosting:** We are looking at our options with nothing set yet. The City could host, but has limitations on applications; it is likely to at least host streaming via the Seattle Channel. It may be best to be outside the city, so the commons is not a government site, but we are a sponsor with prominent pointers from our sites. One Economy is considering hosting or we will look for other sponsors or managed services.
- 6) **Funding:** We have \$500,000 from Comcast to invest in total; we have drawn down \$100,000 of this for start-up in 2007 and have a similar amount allocated for 2008. We will contract for the youth engagement and technical development work. The UW is contributing some resources and we've started working with the partners to leverage city funds to attract additional grants. While more complicated at the outset than straight grants, we feel this partnership will provide a long term outlet for youth voices and draw additional support that a city program on its own would not.
- 7) **Oversight:** As we're working on it now, the project has an initial oversight committee composed of the key partners. The Community Technology Program/City has responsibility for oversight of the Comcast funds' project development. The YMCA has indicated interest, if supported by necessary funds, in managing the youth engagement. This will be done by contract. We plan to involve youth in setting the direction of the commons as far as feasible, while ensuring it meets our goals. We contracted with the UW for some initial support and plan to continue to utilize their students; they have a masters level student who we think could manage the technical development.

The Program

- 1) **Focus groups:** Over the next two months, UW students from the Center for Communications and Civic Engagement will be conducting a series of focus groups on what youth would find interesting on a commons' site. The Youth Commons project will also have a discussion table at the April 28th Mayor's Town Hall meeting. We'll use this to get some ideas for the commons and recruit potential participants.
- 2) **Site Development and Youth Engagement:** The YMCA will recruit a team of youth to work on site development over the summer. Along with a Technical Project Coordinator, they will take design the site, select features and a name. Depending upon their level of technical skills (which may include a Technology Access Foundation Intern), a tech team of these students will code the site, obtain the hosted services, and/or contract with professional developers to get the technical framework ready. The youth will also conduct usability testing.
- 3) **Content:** The youth team will select some initial topics and author the base content for the site, as well as work with the adults to develop an editorial policy. Content will also be solicited from others outside the team.
- 4) **Launch and Marketing:** We anticipate a soft launch in the fall, followed by a large launch once we know the commons is operating well. A team of youth will lead the marketing.
- 5) **Ongoing Youth Teams:** An ongoing youth team will be needed to pick new topics to focus on, author from page highlights and keep the content hot. We are designing this with the concept that these teams would have succession, with one team training the next.
- 6) **City engagement:** The youth will have an opportunity to work with the Seattle Channel and Mayor's Youth Council to integrate city issues into the commons. It is also expected that they will have contact directly at points with the City Council, Mayor's office and departments to work on ensuring that the youth voice is made meaningful in the course of city deliberations and development.

A few more basic concepts of the digital youth commons:

- There would be a youth team, supervised by adults that would guide the design and oversight of the commons' content. They would help set editorial policies and develop feature topics for community dialogue and youth perspectives.
- The initial target age would be roughly 13-20, which could be expanded once it's operating well.
- The commons seeks to have very diverse participants.
- To be attractive to teens and become a place that's used regularly, the site needs to have more than civics. It will include art galleries, stories and other social and cultural features.
- There's no shortage of interest in content. Quite a few youth organizations have indicated they will be very interested in contributing content once the frame is built.
- On civic engagement, youth would be encouraged to explore and be informed, express, debate and get involved. On public issues, we will seek meaningful input

at meaningful times to inform and impact decision making. The site will enable policymakers to solicit youth viewpoints and engage in dialogue.

To: CTTAB

From: CTTAB Technology Matching Fund Review Committee

Re: 2007 Bill Wright Technology Matching Fund Recommendations for Funding

Date: April 6, 2007

FOR DISCUSSION AT APRIL 10th CTTAB MEETING

The Citizens Telecommunications and Technology Advisory Board (CTTAB) Technology Matching Fund Committee, which includes Leah Alteras, Michael Davidson and Nina Sanders, completed its review of applications and is presenting for CTTAB's recommendation fifteen community projects that promote technology literacy and access and electronic civic engagement. These projects total \$160,000 and will be leveraged with over \$326,000 in community matching resources. They were selected from among twenty-nine applicants requesting a total of \$386,592 in funds.

These projects represent a diversity of approaches and populations to be served by community technology programs. The programs funded this year will reach out to many of our underserved residents, including youth, seniors, immigrants, those with disabilities, and victims of domestic violence. This year we will support several immigrant and refugee serving organizations to help members of their communities find jobs, take ESL classes, gain citizenship and access student information through the Seattle Public Schools online application, the Source. We also have a number of youth involvement projects that will explore community issues, teach hardware skills and provide hands-on opportunities with audio, digital image manipulation, video, 2D modeling, game programming and scriptwriting.

Summary

29 Applications

Total \$'s requested: \$386,592

Total \$'s matched: \$655,415

Proposed number of projects: 15

Proposed funding recommendation: \$160,000

Proposed community match: \$326,000

Projects Recommended for Funding:

826 Seattle

Technology Enhancement Program

Provide up-to-date hardware and software resources that will help improve students' literacy, creative processes, and writing and design skills.

Request: \$12,120

Match: \$18,590

Award: \$11,700

East African Community Services

Improving Basic Computer Literacy

Provide direct computer training to parents and adults who have low to no computing skills and speak English as a second language.

Request: \$12,100

Match: \$12,775

Award: \$11,600

Helping Link

Parent Technology Link

Increase the participation of Vietnamese immigrant parents in the school life of their children by teaching the computer skills necessary to use the Seattle School District online program called "the Source"

Request: \$10,571

Match: \$15,261

Award: \$10,100

Horn of Africa Services

Computer-based Job Training Project

Create a Computer-based Job-training Project to equip East African refugees and immigrants with skills they need in order to obtain and sustainable employment opportunities.

Request: \$19,953

Match: \$43,825

Award: \$17,800

InterConnection

Digital Literacy Program

Volunteers who have received a donated computer will learn how to use them by receiving free basic computer skills and advanced computer topics training, such as, networking, website development, and troubleshooting.

Request: \$12,171

Match: \$22,750

Award: \$11,600

International District Housing Alliance

Citizenship Exam Preparation Project

Staff will travel with laptops and educational software to help low-income immigrants and refugees (the majority of whom are disabled and elderly) obtain citizenship and learn to use information technology.

Request: \$10,000

Match: \$22,077

Award: \$9,500

Low Income Housing Institute

Sand Point Community Digital Arts Program

Provides multimedia technology education for homeless, formerly homeless and low-income youths ages 15-21. Participants complete a service learning project and generate a photo exhibit and multi-media pieces that address social justice issues.

Request: \$20,000

Match: \$31,806

Award: \$9,800

RecTech Coalition

Inspiring Youth Through Technological Creativity

Teach 2 classes (2D modeling/Augmented Reality and Computer Game programming) for teens in the Garfield neighborhood that will give them an opportunity to work with technology that they haven't seen before.

Request: \$9,500

Match: \$9,558

Award: \$9,000

Refugee and Immigrant Family Center

Basicomp

Buy ten computers to teach basic computer techniques that will enable members of the community, including refugees, immigrants and low-income families, to gain job skills as well as get connected to the internet

Request: \$8,000

Match: \$8,096

Award: \$7,500

Refugee Women's Alliance

ReWA Computer Access Project

Provide access to computers as well as ESL and technology training for refugee and immigrants in South Seattle.

Request: \$15,000

Match: \$15,000

Award: \$14,500

Salvation Army/Seattle Social Services (TSA/SSS)

Safety First

Provide up to 245 clients of our domestic violence programs with access to Internet and e-mail services at a safe location, train staff, and open access to a wide variety of Internet-based services.

Request: \$7,871

Match: \$10,341

Award: \$7,400

Somali Community Services of Seattle

Advanced Computer Skills for Somali Adults

Offer a computer skills class designed for Somali adults for job readiness and independence. Resume and simple business letter writing using Word, job, housing and resource search on the Internet.

Request: \$9,023

Match: \$9,305

Award: \$8,600

Southwest Youth and Family Services

Southwest Computer Lab

Establish a computer lab and associated instructional technology for use by students working to re-enter high school, English Language learners and other community members enrolled in classes and activities at Southwest Youth and Family Services.

Request: \$8,644

Match: \$8,661

Award: \$8,100

Youth Care

YouthTech

Develop and utilize a computer lab at the Orion Center and provide an established IT training curriculum and paid internships in the IT industry for homeless youth.

Request: \$20,000

Match: \$78,150

Award: \$9,500

Youth Media Institute*Youth Out Loud Summer Program*

Youth of color will learn new media technologies and digital storytelling techniques to give voice to their experiences, families and cultures. Their stories will be used to spark dialog about the changing face of the community.

Request: \$13,800

Match: \$20,335

Award: \$13,300

Projects Not Recommended for Funding:**911 Media Arts Center***Young Producers Project - Media Underground*

Through interdisciplinary workshops on producing videos, web design and programming, 2D and 3D animation and post production, youth will gain technical job skills, critical thinking and media literacy skills, and the opportunity for expression.

Request: \$19,725.65

Match: \$20,352.5

Association for Africentric Development*Media Masters Young Producers Project*

Synthesize computer technology training with media arts education to teach hard to serve youth in Central and Southeast Seattle. Students will collaborate with artists and professionals, including musicians, DJ's, songwriters, and others to create content

Request: \$20,000

Match: \$41,850

Boys and Girls Clubs of King County*Aspiring Filmmaker Academy*

Obtain equipment for a digital film studio at the Rotary Boys and Girls Club and create a program to teach digital filmmaking skills and processes to area kids. Participants will be encouraged to produce films that reflect their community, the Club, and issues in their daily lives.

Request: \$9,342.68

Match: \$10,175

Compukidz*Compukidz Learning & Computer Ownership Program*

Provide children with real world computer lessons and provide motivation and hope by building students computer skills. It combines hands-on computer training with web-based training and provides computer ownership upon completion of the program.

Request: \$10,000

Match: \$10,000

Delridge Neighborhoods Development Association*Families Connect*

Support technology training and enhance media literacy for low income residents of 7 rental properties. Includes multigenerational photography class, open lab time and ongoing technical support at each housing site.

Request: \$19,240

Match: \$32,700

Homewaters Project

Water & Community GIS

Upgrade our Water & Community program to use ArcView 9.2, add a field component, and provide training and technical support to teachers at two south Seattle middle schools. Engage at least 150 eighth graders in this computer mapping curriculum.

Request: \$7,549.20

Match: \$7,590

Multi-Media Center

2007 Kejona Mazadi Youth Coalition Programs

Provide an academic enrichment program that offers youth grades 7-12 academic and college readiness support and increases their employment opportunities through resume writing, community service, and job search.

Request: \$5,750

Match: \$14,125

Neighborhood House

Rainier Vista Technology Center Project

Support continued staffing at the Rainier Valley Technology Center. Funds will be used for instruction, participant recruitment, volunteer training, building community-oriented curricula and coordinating community partners.

Request: \$20,000

Match: \$71,780

Operational Emergency Center

Technology Access

Provide computers, email, Internet access, and staff support in using these services, for low-income individuals, to help them access education, employment, and public benefit programs.

Request: \$12,565

Match: \$36,803

Reel Grrls

Media That Matters Summer Program

Provide video and computer-based media training to teenage girls in the Puget Sound region through our summer Media That Matters program in which participants will produce outreach videos for three community non-profit organizations.

Request: \$20,000

Match: \$21,150

SCAN Community Media

Cable TV-Web Cam Community Engagement Project

Create an audio-visual connection between technology centers and persons in the SCAN studio to communicate on specific issues and topics of interest.

Request: \$667

Match: \$2,360

Seattle Public Library Foundation

Mobile Technology Teaching Lab

Purchase equipment for a new traveling computer lab and to refurbish our existing mobile lab in order to conduct free public computer classes in the branch libraries to reach many low-income, immigrant and refugee residents.

Request: \$13,000

Match: \$20,000

West Seattle Family YMCA

CLC Photography Program

Offer a digital photography and digital media class to complement and enhance the technology program at the Cooper School. Incorporate environmental awareness through outdoor nature photography and actively engage students, families and the community.

Request: \$20,000

Match: \$20,000

YWCA of Seattle-King County-Snohomish County

Computer and Job Connections for Young Parents

Offer young parents a variety of expanded and targeted workshops that will increase their job search skills and their understanding of how to use technology and the Internet in securing employment.

Request: \$20,000

Match: \$20,000