



**Meeting Minutes**  
**Civic Information Systems Commission (CISC)**  
**Thursday, June 8, 2023 at 7:00 P.M.**  
**In Person Participation**

**1) Call to Order**

The meeting was called to order by Chair David Baker at 7:04 p.m.

**2) Roll Call**

Present: Commissioners Cozza, Ptacek, Vander Berg, and Chair David Baker

Absent: Commissioners Ewing, Newton; Director of Communications Dan Yopchick

Also Present: IT Director Alvin Nepomuceno, CIC Liaison Ronald Elling

**3) Approval of Agenda**

Commissioner Ptacek motioned to approve the agenda for June 8, 2023. The motion was seconded by Commissioner Vander Berg. A voice vote was taken and the motion was approved unanimously.

**4) Approval of meeting minutes from May 11, 2023**

Commissioner Cozza motioned to approve the meeting minutes for May 11, 2023. The motion was seconded by Commissioner Ptacek. A voice vote was taken and the motion was approved unanimously.

**5) Public Comment**

There was no public comment.

**6) Chair Report:**

Chair Baker informed everyone about a recent chair meeting he attended. Requests were made for commissions to report back any “onboarding” recommendations or concerns they might have, to allow for smoother transitions for new members onto commissions. Also, any ideas to increase member engagement on their commissions, as well as desired learning opportunities for members. One request that could be made would be the recent question CISC had about commission advising during the RFP process. Commissioner Ptacek was unclear on how CISC could advance items not on the work plan that it considers important to make it to a Board agenda or some Board level discussion. Chair Baker said he would look into any procedures. He also mentioned that DEI Director Dr. Walker is doing a racial equity assessment and was seeking internet equity assessments from CISC. To add to this, Commissioner Ptacek didn't believe surveys like those seen on the Engage Oak Park portal and other social media outlets were equitably distributed, or the demographics of survey respondents were necessarily taken into account when staff level decisions are made. Commissioner Vander Berg thought there might be sample bias with surveys, in that people who care about a topic will respond to a survey and those who don't care about the topic will refrain from responding. Commissioner Cozza suggested the village



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could make efforts to make sure other populations or demographics are involved in a survey by target marketing, or just acknowledge that biases exist at every level and make sure that staff is not making decisions based on those biases.

Chair Baker also attended the recent Disability Access Commission (DAC) meeting and mentioned some guests told of issues they were having with “beg buttons” at intersection crosswalks and parking, which could tie into future smart cities initiatives. Additionally, there is a lack of handicap accessible options for public comment at Village Board meetings, which might be solved with the ongoing Village Hall audio/visual upgrade being researched by staff. Commissions that meet outside of Village Hall also don’t have recording capability for later public access.

**7) New Business:**

**a) Smart City Discussion, IIT Capstone Project**

An update was given regarding the meeting with the IIT professor and students on Monday 6/12, with Chair Baker, Commissioner Newton and CIC liaison Elling attending over Zoom. He reviewed key points of the PowerPoint presentation that will be given to the professor and students at the meeting and wanted to make sure the CISC was accepting of the project research approach for finding the top use cases of smart cities currently being deployed nationally and even internationally. Those use cases intersecting with Oak Park Board goals would be a recommended smart cities starting point for Oak Park. Chair Baker mentioned that Trustee Parakkat wanted the capstone team to include consideration of Climate Ready Oak Park and the Vision Zero community safety initiative, which is currently being researched by staff but not yet a policy.

IT Director Nepomuceno mentioned that extra strands of the Village fiber ring have been allocated for smart cities for sensor use, though it is not always feasible to expand out fiber to reach a specific sensor. Cellular service could be used in that situation. Chair Baker mentioned that he had hoped the team could consider solutions that could leverage village fiber and paid-for infrastructure without necessarily considering actual sensor placement. He also mentioned an opinion for starting small to be fiscally responsible. Director Nepomuceno said he would like to have staff meet with the research team as well to discuss infrastructure and specifics unique to Oak Park to aid in the decision-making process, which he feels will add value to the project. Commissioner Cozza also felt this staff meeting was necessary, and wondered if there was a conduit for specific student questions for the Village during the project. Chair Baker assumed he would be the contact, but also would discuss this issue with the professor. Commissioner Vander Berg looked for clarification of what issues the Board may want to solve, and a discussion began on what village-wide issues could be solved. IT Director Nepomuceno provided an update about the sensor-based leak



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detection pilot program in the village. There currently are 200 sensors listening to over  $\frac{1}{3}$  of the village water distribution system, in an effort to inform staff of potential leaks, before any excavation would be done. While this project may not fall into a specific Board goal, informing the IIT research team of current staff work could support the research they are doing. Commissioner Vander Berg expressed concern about what he thought was an amount of data the village already has collected but has not processed to some extent, and wondered if software or personnel resources could be used to analyze that data vs. investment in collection of new IoT data. Could it also be possible to partner with 3rd party agencies who collect data on behalf of the village, with the goal of sharing that data. Chair Baker asked if Oak Park was a member of IllinoisSmart.org, at the suggestion of CIC liaison Elling, who thought this resource and their membership might be of benefit to the Capstone students. Director Nepomuceno was not sure if Oak Park was a member, and Commissioner Cozza noted some involvement of Cook County in the organization. Chair Baker said he would try to investigate further what this resource could provide.

**b) Board Liaison Updates**

Chair Baker provided an update on Trustee Parakkat's wishes for additions to the 2024 work plan, which includes police radio encrypted transmissions vs. delayed transmissions. Commissioner Ptacek clarified that encrypted transmissions and delayed transmissions are actually one in the same, and the CISC briefly discussed transparency vs. officer safety, and the issues regarding different approaches to police radio transmissions. The other topic proposed by Trustee Parakkat was investigation of Chat-GPT and AI solutions that could reduce staff workload. IT Director Nepomuceno mentioned some reservations with AI technology, including how it is used, like for profiling, surveillance and stalking. Other issues of concern include requests from someone pretending to be someone else, and how staff handle such requests. Mr. Nepomuceno is interested most in what problems are trying to be solved, and what are the objectives.

**c) Communications Director Updates**

Chair Baker shared an email from Communications Director Yopchick on current staff updates. The information architecture process for the Oak Park website is moving forward as of May 17. Expectation is to sign off on website wireframes next week. The "Resources" section will be hidden on the back-end and built only so that it can be activated in the future. The "Make Yourself Heard" section is to highlight Engage Oak Park projects. Some members thought the Engage Oak Park site visits per registrant total was small.



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**d) New Topic Proposals – for discussion at next CISC meeting**

No new topics were proposed by the commission.

Director Nepomuceno mentioned that IT has advised other departments to start thinking about the budget for next fiscal year. CIP budget approval is in October, followed by the general part of the budget in November.

Director Nepomuceno clarified how address data was used to determine the speed of AT&T internet service in multiple dwelling units in Oak Park. AT&T and Xfinity websites have links regarding affordable internet service, and efforts are being made by staff to determine the meaning of affordable. IT is planning to revisit the data in about a month to determine any changes regarding any new available service. Chair Baker if analysis could be done on Comcast availability. Mr. Nepomuceno mentioned the assumption was that Comcast was already available due to their cable TV presence already in Oak Park, and internet service comes in through the same infrastructure. AT&T is the only provider that needs further availability research. Chair Baker asked if this data could be provided to the commission. Mr. Nepomuceno said he would check but protocol might prevent sharing as he reports to the Village Manager. Commissioner Ptacek asked what the AT&T data that IT collected looks like. Mr. Nepomuceno said the village issued licenses for multi-unit buildings, then used the address data to check service available on the AT&T website.

**8) Old Business**

**a) Cable Provider Contract updates**

Chair Baker gave an update to the CISC. Attorney Stephanides agrees that Comcast is a stumbling block to closure on this matter. With respect to concern about the village being at risk without an agreement, the attorney believes there is minimal risk as the previous agreement is still in effect and Comcast is continuing to still honor that agreement. Commissioner Ptacek expressed concern if Comcast decided to not honor the agreement, and concern about loss of PEG fee revenue. The village is working towards a new agreement containing a PEG pass-thru fee or franchise fee and hoping for an agreement on the formula for that fee. There was discussion on whether the amount of that pass-thru fee would or would not be in the interest of Comcast, given the total invoiced cost to the consumer. Chair Baker reiterated the function of CISC as giving input on what the franchise agreement should look like, as well as being the consumer liaison to the cable companies. He stated he would contact the attorney regarding the recommended CISC advisory role in this matter. Commissioner Vander Berg wondered how much revenue the village gains with Comcast PEG fees. Chair Baker did not have an answer for that. CIC liaison Elling thought there were potential equity issues at stake in a new agreement. Could Comcast pay into some type of subsidy fund for equitable internet pricing in a new housing development as part of an agreement? Agreement was reached on asking the following questions of the



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attorney: What level of advice would you like to see from the CISC? Can Oak Park ensure there are no exclusivity agreements between Comcast and multi-dwelling units in the village? Even though Comcast continues to honor the legacy agreement, what happens if Comcast decides to cease honoring that agreement, and is that risk negligible? How much annual revenue does the village collect from PEG fees? What is the estimated timeline for closure on the franchise agreement?

**9) Adjourn**

Commissioner Cozza motioned to adjourn the meeting. The motion was seconded by Commissioner Ptacek. A roll vote was taken and the motion was approved unanimously. Chair Baker adjourned the meeting at 8:38 PM.

NEXT MEETING: July 13, 2023