



AGENDA
Technology Taskforce
Wednesday, November 9, 2022
6:30 p.m.
City Hall, Conference Room

- 1. CALL TO ORDER (6:30)**
- 2. ADDITIONS OR CORRECTIONS TO AGENDA (6:30)**
- 3. APPROVAL OF MINUTES (6:35)**
 - a. October 12, 2022
- 4. OLD BUSINESS (6:40)**
 - a. Police Department Technology Discussion
- 5. NEW BUSINESS (7:30)**
 - a. Roles and Goals of the Task Force
- 6. STAFF UPDATES (7:50)**
- 7. ADJOURNMENT (8:00)**

**TECHNOLOGY TASK FORCE
REGULAR MEETING MINUTES
October 12, 2022**

CALL TO ORDER

Pursuant to due call and notice thereof the meeting of the Technology Task Force of the City of Rosemount was called to order on October 12, 2022 at 6:45 p.m. virtually.

Attendees included Task Force Members: Steve Thoennes, Tim Bornholdt, and Mike Cahn.

Staff present included the following;

- City Administrator Logan Martin

City Council present included the following;

- Councilmember Heidi Freske

ADDITIONS OR CORRECTIONS TO AGENDA

Task Force Member Bornholdt asked to add an agenda item regarding the role and goals of the Technology Task Force.

Councilor Freske discussed some concerns with WIFI and cellular data service in Central Park and mentioned difficulties that were experienced during Leprechaun Days such as ATM machines being unable to obtain a data connection and vendors who were not able to utilize Venmo as a form of payment.

City Administrator Martin mentioned that city staff has been in touch with Verizon Wireless regarding cellular data problems in Central Park during events and are working out details for providing temporary increased service during such events. He also mentioned that the City is looking into long term WIFI options in Central Park either through an expanded fiber network or through a system of WIFI repeaters from City Hall. Martin also mentioned that fiber optics are being run to the Fire Station 2/future water plant site and that there may be an opportunity to add WIFI service to Meadows Park. Additionally, he mentioned that several parks will be getting WIFI in warming houses this winter.

APPROVAL OF MINUTES

Motion by Steve Thoennes **Second by** Mike Cahn

Motion to approve the minutes of the September 14, 2022 Technology Task Force meeting.

Ayes: 3

Nays: 0. Motion carried.

PRESENTATIONS

None

OLD BUSINESS

4.a Technology Meetups

The task force tabled this discussion until their next meeting.

4.b Question/evaluation Set for Evaluating Technology Task Force Projects

Councilor Freske summarized the review processes the City is currently undergoing while investigating new finance software through LOGIS. City Administrator Martin added that the City of Rosemount will be joining a consortium of Minnesota cities to replace the current finance software.

Task force member Thoennes presented a set of evaluation questions the task force could use while evaluating potential projects. Task force member Cahn mentioned that the task force has unofficially utilized similar questions while evaluating projects and referenced the Bird Scooter project as an example where the task force asked such questions. City Administrator Martin recommended that the task force formally writes up their evaluation questions so that it can be included in an agenda at a future meeting.

NEW BUSINESS

5.a Preparation for Police Department Discussion

Task force member Bornholdt mentioned that he would like to discuss the Safe Cam program and mentioned that he'd like to review some of the details of the program. He also mentioned that he would like to learn more about the Electronic Crimes Unit and how the department deals with cybercrimes such as identify theft.

Task force member Cahn is interested in learning more about crime statistics in Rosemount to help residents understand the current crime rate trends. He mentioned that he would like to see those statistics shared in new ways with the public. Cahn also mentioned wanting to learn more about cameras in the community and how/where they are typically used. Additionally, Cahn would like to learn more about the Police Department's school resource officer program.

Task force member Thoennes mentioned that he is interested in learning more about the use of drones and if increased drone use is in Rosemount's future. He also mentioned wanting to have a discussion on the use of gunshot detection technology, the use of artificial intelligence (AI) and machine learning (ML) in crime analysis, and the use of virtual reality (VR) in training programs.

5.b Role and Goals of the Technology Task Force

The task force tabled this discussion until their next meeting.

ANNOUNCEMENTS

City Administrator Martin mentioned that the Environment and Sustainability Commission reviewed the proposed new Public Works/Police Department building and had an opportunity to

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provide feedback on the project. He mentioned that the Technology Task Force would have a similar opportunity to review the building plans further along in the planning stages of the building.

ADJOURNMENT

Motion to adjourn 8:03 pm by Tim Bornholdt Second by Mike Cahn.

Ayes: 3

Nays: 0. Motion carried.

Next Task Force Meeting November 9, 2022.

Respectfully submitted,

Aaron Menza
GIS Supervisor

Technology Task Force Meeting: November 9, 2022

AGENDA ITEM: Police Department Technology Discussion	AGENDA SECTION: Old Business
PREPARED BY: Aaron Menza, GIS Supervisor	AGENDA NO. 4.a.
ATTACHMENTS: None	APPROVED BY: LJM
RECOMMENDED ACTION: Discussion Item Only	

BACKGROUND

A representative from the Rosemount Police Department will be in attendance to discuss how technology is currently being utilized in the department and where the department is headed in terms of technology use. Task force members requested to cover several topics including the Safe Cam program, the electronic crimes unit, crime statistics, communication efforts with residents, the school resource officer program, drones, gun shot detection technology and the use of artificial intelligence, machine learning, and virtual reality in the department.

RECOMMENDATION

Discussion Item Only

Technology Task Force Meeting: November 9, 2022

AGENDA ITEM: Roles and Goals of the Task Force	AGENDA SECTION: Old Business
PREPARED BY: Aaron Menza, GIS Supervisor	AGENDA NO. 5.a.
ATTACHMENTS: Guiding Principles, TTF Mission Vision	APPROVED BY: LJM
RECOMMENDED ACTION: Discussion Item Only	

BACKGROUND

The task force requested to hold a discussion regarding what the role of the task force is within the structure of the City and asked to define some goals for the group. Attached is a guiding principles document and the Technology Task Force mission vision document which were used to help define the task force at its inception.

RECOMMENDATION

Discussion Item Only

Rosemount Technology Task Force-DRAFT 07.31.20

Purpose: Identify, investigate, and recommend Smart City / information technology solutions for the City of Rosemount to provide effective, efficient, and engaging tools for Council, City staff and City residents.

Goals/Outcomes

1. Solutions are purpose based
 - a. Allow for greater customer service
 - b. Improve communication in support of connectivity and situational awareness
 - c. Enhance City business operations and service flexibility
2. Solutions provide value and savings
 - a. Provide durable / long life / upgradable solutions
 - b. Balance one-off vs enterprise-wide solutions, modular vs stand alone, cloud vs onsite
 - c. Improve efficiency / productivity to maximize resources in support of resident service
3. Solutions increase safety & security with transparency.
 - a. City business/enterprise continuation during emergencies and pandemics
 - b. Protects residents, staff, and Council information
 - c. Enhance visibility of appropriate data and information

Scope

1. Recommendation Outcomes and Actions
 - a. Overall SWOT Analysis
 - b. Prioritized Needs and Opportunities
 - c. Roadmap and Timeline to implement
 - i. Short Term-implementable within 6-12 months
 - ii. Medium Term-implementable 1-3 years
 - iii. Long Term-+3 years
 - d. Cost / Options
2. Smart City and Information Technology Needs / Opportunity Recommendations
 - a. Business Tools for City Staff and Council
 - i. Communication/Transparency/ Education/Training/Metrics
 1. Dashboard / Portal
 - ii. Assets Management / Fleet / Capital Buildings (Cartegraph capabilities, GIS)
 - iii. Processes-enterprise wide and department (i.e. financial, HR, admin)
 - b. Smart City technologies for City Staff and Residents
 - i. Communication/Transparency/ Education/Training/Metrics
 1. Dashboard / Portal
 - ii. Enterprise wide (water meters, traffic cameras, park counters)
 - iii. Partner connections (County, State (i.e. MNDOT, DEED)
3. Taskforce
 - a. Duration-4th Qtr. 2020 thru EOY 2022
 - b. Communication to Council-Quarterly update
 - c. Participants-Residents / Staff/ OtherStaff
4. Definitions
 - a. SMART- Self-Monitoring Analysis And Reporting Technology
 - b. Smart City - A smart city is an urban area that uses different types of electronic Internet of things sensors to collect data. Insights gained from that data are used to manage assets, resources and services efficiently; in return, that data is used improve the operations across the city
 - c. Information Technology- use of computer and telecommunication systems for storing, retrieving, and sending information.

Rosemount Technology Task Force (RTTF)

Mission-Why does this group exist and what does this group do?

Identify, investigate, and recommend digital, smart, and mobile technology solutions for the City of Rosemount providing effective, efficient, and engaging tools for Council, City staff and City residents.

Vision-Practical statement about the future and group's role in it

From their efforts and experience, the Rosemount Technology Task Force guidance to the Rosemount City Council is enabling City staff to scale emerging and evolving technology solutions to the challenges continued population growth presents. These solutions meet the additional demands on staff and resources with scaled digital, mobile and technology to build staff capacity, increase citizen and business engagement, drive greater value and efficiency in city operations, and increase transparency and accountability with response to in the changing and evolving technology to best meet the growth in demand for services through technology solutions.

Operating Agreement-Task force

We are concerned and committed professionals and Rosemount residents volunteering as problem solvers sharing our time, expertise, and experience in technology to bring guidance for value driven and scalable solutions to guide City Council and staff to meet emerging demands and challenges from continued population growth. Among these are to increase citizen engagement, resident services, and staff efficiency in operations. We commit to this effort to:

- Be present, prepared and participate.
- Respect all participants and participation.
- Commit to collaborate, communicate, and cooperate.
- Value diversity in our group, inviting multiple points of view to maximize our creativity and provide the best guidance for staff and Council consideration.
- Learn for the benefit of the City as our home and ourselves as residents.
- Express concerns and disagreements respectfully and support the final group guidance if different.

Issues-Why is taking action necessary? So what?

Current Issues needing greater case development. Issues should state the problem and the ramifications /impact of the problem. If you can not answer "So what?", there will likely be little support to solve-meaningful with impact. Each issue should reflect Issue Category Identification with External and Internal and specific tangible and intangible concerns expressed for each.

Draft Example

Issue-Council needs a Technology Roadmap to implement value driven and scalable solutions to meet the continued demands and challenges of increase population growth. The roadmap should include a proposed timing (immediate [<than one year], short term [1-3 year], long term [3-5 years], extended [>5+ years] of solutions and attached budget implementation input for 2022 capital and long 5 year or 10-year budget preparation.

External Tangible-Quality and quantity of resident services; City Staff efficiency and service performance

External Intangible-Ensuring a positive resident value driven experience.

Internal Tangible-City Council budget resource commitment affecting tax levy; Prioritized Need.

Internal Intangible-Council expectation for city staff on technology solution implementation; staff capacity building and efficient service delivery

Current Issues needing greater case development:

1. WORKFLOWS PUBLIC FACING COMMUNITY PROJECTS
 - a. Enhanced use of GIS/Asset Management
 - b. - Trash Can Detectors
 - c. - Smart Irrigation Systems on City Properties
2. PUBLIC FACING COMMUNITY PROJECTS
 - a. Citizen Problem Reporter
 - b. Free and Open Data Initiative
3. COMMUNITY PROJECTS
 - a. Smart Water Meters
 - b. Smart Street Lighting
 - c. City-Wide Wi-Fi
4. General Smart and Information Technology Needs and Opportunity Recommendations
(from Task Force implementation document for reference)
 - a. Business Tools for City Staff
 - i. Communication/Education/Transparency
 - ii. Assets Management
 - iii. Processes-enterprise wide and department-i.e., financial
 - b. Management / Asset Tools
 - i. HR
 - ii. Capital Buildings
 - iii. Equipment
 - c. Productivity Tools
 - i. Enterprise wide
 - ii. Metrics / measurable outcomes
 - iii. Education/Training/Communication

Goals *Result or action achieved from an issue; What you intend to accomplish.*

Goals/Outcomes

1. Solutions are purpose based.
 - a. Allow for greater customer service.
 - b. Improve communication in support of connectivity and situational awareness.
 - c. Enhance City business operations and service flexibility.
2. Solutions provide value and savings.
 - a. Provide durable / long life / upgradable.
 - b. Balance one off vs enterprise-wide solutions, modular vs stand alone, cloud vs onsite.
 - c. Improve efficiency / productivity to repurpose resources in support of resident service.
3. Solutions increase safety, security with transparency.
 - a. City business/enterprise continuation during emergencies and pandemics
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 - c. Enhance visibility of appropriate data and information.

Decision Guidelines

1. All technology solutions should solve a city need or lay the foundation to enable the city vision/strategy, i.e. solutions should not be implemented merely because the technology is new or “cool”.
2. All technology solutions should be evaluated based on fit for purpose, security and privacy, efficiency, providing a new service or capability, and cost.
3. All technology solutions should consider both the up-front costs and the long-term support and maintenance costs.
4. Any technology solution involving a 3rd party supplier should have multiple suppliers bid so we can ensure the best supplier is selected based on city requirements.
5. Any technology solution requiring the city to enter into a multi-year commitment should be evaluated to understand the pros and cons of such a commitment and have clear exit criteria.
6. All technology solutions should be able

Objective

Express what intended progress will be made toward a longer goal tied to issue and how goal/outcome being met.

Strategies and Actions

Follow specific objectives to provide the path to achievement, containing how and when.

Definitions

SMART- Self-Monitoring Analysis And Reporting Technology

Information Technology- use of computer and telecommunication systems for storing, retrieving, and sending information.

Digital transformation is strategic business transformation toward customer preferences and behavior to drive enterprise technology decisions. It is an end-to-end transformation across the enterprise that impacts all parts of the organization to adopt change itself as a core competency.

IT transformation is a complete overhaul of an organization’s information technology (IT) systems. IT transformation can involve changes to network architecture, hardware, software and how data is stored and accessed.

Mobile is the mechanism (smartphones, IoT) delivering information and experience requiring digital technology to provide the back-end strength of applications, that gives you the ability to do the work or capture and store the information.