



CITY OF FULLERTON
TECHNOLOGY WORKING GROUP
MEETING MINUTES
June 4, 2009
9:00 A.M.

CALL TO ORDER Chair Burtner called the meeting to order at 9:03 a.m.

ROLL CALL

Members Present

Roger Burtner, Chair	Thad Sandford
Fred Canfield	Ed Smith
Larry Iboshi	Paul Stover, Vice Chair
Carl Samantello	

Members Absent

Helen Hall
Harry Lamberth
Madusha Palliyage

Staff

Robert Ferrier, Assistant to the City Manager

Member Mike Carter arrived after roll call.

APPROVAL OF MINUTES

No minutes were available for approval.

DISCUSSION ITEMS

1. **Creation of an educational/municipal (institutional) fiber/wireless network, FullertonNet**

Draft RFP for I-Net

Chair Burtner indicated the only item of business at this meeting would be a review of the draft RFP prepared by members Thad Sandford and Harry Lamberth, and he suggested reading through the entire document to get feedback from the committee members.

Mr. Samantello asked to make a statement regarding the draft RFP before beginning the review. He stated that while he appreciates all the work that went into production of the document, he believes the document is too vague. In particular, the scope of work does not even describe the project objective, and the details in the technical document lacked specificity. Considering the importance of the project, he suggested there is a considerable lack of detail in the RFP. Mr. Iboshi disagreed, noting that he believed the RFP was well done, with enough detail to provide a contractor an idea of what to bid.

Chair Burtner asked Mr. Ferrier if the document was within the scope of what the City would put into an RFP or would it be more detailed. Mr. Ferrier indicated he was not sure how much detail was enough for this particular RFP, but in order to get the best-guess estimate from a contractor, it would be important to have as much detail as possible. Mr. Ferrier asked if the committee had submitted the draft RFP to the City's IT Manager Helen Hall for review and feedback. Mr. Sandford indicated that Ms. Hall's staff were reviewing the document, but as yet had not provided any comments.

Chair Burtner asked Mr. Sandford to begin the review of the draft RFP with the committee members. What followed was a lengthy discussion of each section of the RFP. At the conclusion of the discussion, it was decided that Mr. Sandford and Mr. Samantello would work together to fine-tune the document for final review at the next meeting of the TWG. An audio recording of the complete discussion can be found at: http://www.cityoffullerton.com/audio/admin_services/twg/2009/twg_20090604.mp3

Mr. Ferrier strongly suggested that IT Manager Helen Hall be contacted regarding any equipment to be specified in the RFP.

Chair Burtner thanked Mr. Sandford for the great job he did on the production of the draft RFP, and thanked all of the TWG members for their participation in the review of the document.

Vice Chair Stover asked if there was anything the TWG members might do in reference to funding sources, given the fact that it appeared to him there was no effort of any kind on the part of City staff regarding funding that would suggest the City is working to make this project happen. He suggested that considering the economic stimulus funds that might be available, perhaps members of the TWG should meet with Representative Loretta Sanchez, explain the TWG's objective, and ask for her assistance in obtaining funding.

Mr. Samantello indicated he was not sure how the TWG would initiate a funding campaign, other than perhaps a grassroots movement, whereby TWG members could write to Ms. Sanchez regarding the project and encourage her support. However, he stated that he believes the TWG needs much greater support – perhaps an entire campaign to let Ms. Sanchez know what the City of Fullerton and its citizens want.

ITEMS FOR NEXT MEETING

To be determined.

PUBLIC COMMENTS

None

ANNOUNCEMENTS

None

ADJOURNMENT

With no further business, Chair Burtner asked for a motion to adjourn. Mike Carter so moved. Thad Sandford seconded, and the motion was unanimously approved. The meeting was adjourned at 10:42.

Next meeting scheduled for July 9, 2009.