

CITY OF FULLERTON TECHNOLOGY WORKING GROUP MEETING MINUTES

August 27, 2009 9:00 A.M.

CALL TO ORDER

Vice Chair Stover called the meeting to order at 9:00 a.m.

ROLL CALL

Members Present

Larry Iboshi Thad Sandford

Ed Smith

Paul Stover, Vice Chair

Members Absent

Roger Burtner, Chair

Helen Hall

Harry Lamberth Carl Samantello

Staff

Robert Ferrier, Assistant to the City Manager

Mike Carter and Madusha Palliyage arrived after roll call.

APPROVAL OF MINUTES

The following minutes were unanimously approved:

May 7, 2009 – Motion to approve by Larry Iboshi. Second by Mike Carter. June 4, 2009 – Motion to approve by Thad Sandford. Second by Larry Iboshi. July 9, 2009 – Motion to approve by Ed Smith. Second by Paul Stover. August 6, 2009 – Motion to approve by Larry Iboshi. Second by Thad Sandford.

DISCUSSION ITEMS

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

RFP for I-Net

Vice Chair Stover asked Mr. Ferrier to provide an update on the status of the RFP. Mr. Ferrier reported that the RFP had been posted to the City's website under "News and Announcements." He also indicated that a letter announcing the availability of the RFP

had been sent to the list of companies (previously provided by the TWG). Mr. Ferrier noted that due to a delay in posting the RFP, the response deadline had been changed to September 25, which provided a 40-day response period. He further explained that the RFP instructed that proposals should be sent to Mr. Ferrier, and technical questions pertaining to the RFP should be directed to IT Manager Helen Hall.

Vice Chair Stover requested that Mr. Ferrier email the url address of the RFP to all TWG members. Mr. Stover also thanked Mr. Ferrier for his assistance in getting the RFP distributed.

Mr. Smith asked about the proposal evaluation process. Mr. Ferrier indicated that a letter would be sent to each company that responded, acknowledging receipt of their proposal. Proposals would be held until September 25 and then reviewed.

Mr. Sandford suggested that, for the TWG's review and approval at the next meeting, he would prepare a draft outline of criteria to be used in the review process, noting that it would be important to evaluate each proposal against the same criteria.

Vice Chair Stover asked if a technical team should be established for the review process. Mr. Sandford suggested that Chair Burtner and Mr. Ferrier give some thought to who the members of the team might be and make their recommendations. Mr. Stover noted that since Chair Burtner would not be available until the October meeting, Mr. Sandford should recommend the technical team, along with Mr. Ferrier, and Chair Burtner could review the recommendations via email.

Vice Chair Stover asked if Engineering had been contacted about the use of park trails for the I-Net. Mr. Sandford reported that Engineering had indicated use of the trails would be desirable, but there would be a need to coordinate with the Parks and Recreation Department. He further noted that the trails were included in the RFP and in the map provided to consultants.

Mr. Sandford indicated that IT Manager Helen Hall had planned to contact Parks and Rec., but he was not certain of the status of her contact. Vice Chair Stover offered to contact Director of Parks and Recreation Joe Felz regarding the department's jurisdiction over the trail right-of-way.

Ms. Palliyage asked if the City needed OSHA's certification or approval before beginning the project. Mr. Stover explained that OSHA is typically involved after construction begins. Mr. Sandford further explained that the City and any contractor would have the responsibility of meeting OSHA guidelines.

Mr. Iboshi reported that he had asked Vince Cordova of Allied Telesis, which has conducted I-Net workshops, to review the City's I-Net RFP, and offer any suggestions on how to improve the City's chance of obtaining funding.

2. <u>Telecommunications Master Plan – Lamberth</u>

Vice Chair Stover noted that Mr. Lamberth was not in attendance to provide an update on this discussion item, and questioned why the item has been carried forward for several meetings. Mr. Stover asked for comments from the TWG members, noting he was not willing to continue to keep the item on the agenda without direction.

Mr. Sandford explained that Chair Burtner had asked Mr. Lamberth to take the lead on putting together the Telecommunications Master Plan. Mr. Lamberth was to provide an outline, and then assign elements of the plan to either TWG members and/or City staff as appropriate.

Mr. Stover noted that development of a Telecommunications Master Plan (authorized by the City Council in 2002) is the longest running item the TWG has had that has never been accomplished. Mr. Stover asked Mr. Ferrier if it was possible to have City staff work with Mr. Lamberth and/or other TWG members in a collective, synergistic way to develop the master plan.

Mr. Ferrier assured Vice Chair Stover that City staff could meet with Mr. Lamberth or other TWG staff as needed.

Mr. Stover suggested that the TWG may be going about this project in the wrong way, and that the City should actually take the lead on this project, with the TWG assisting in every way possible -- but the City must take ownership. Mike Carter agreed, noting that a master plan should be part of a department's mission statement, whether it is IT or Maintenance Services.

Mr. Stover stated the project is moving too slowly and it needs to get done, considering the City is proposing to build an I-Net, and they do not even have a telecommunications master plan in place.

Mr. Stover also questioned how the City could possibly apply for government stimulus funding without a master plan in place, noting that, based on his experience and knowledge, all granting organizations will require one.

Mr. Sandford suggested the telecommunications master plan should be an integral part of a larger activity, such as the General Plan. He noted there already exists many of the fundamental premises/objectives that are necessary for a plan, and if a simple draft of first-order principles or assumptions could be written, the City would have a first draft of a telecommunications master plan. Vice Chair Stover agreed, noting that the first draft could be improved and developed as people are able to insert the appropriate pieces to the plan.

Ms. Palliyage suggested that the City needs to prepare a mission statement for the telecommunications plan, and obtain input from every City department regarding what their telecommunication needs are that would help them be more productive.

Mr. Ferrier suggested he would contact Maintenance Services to determine if they have created any kind of approach or plan that references or addresses some of the

concerns of the TWG, noting that it might mesh very well with the work Mr. Lamberth has been doing on the master plan.

ITEMS FOR NEXT MEETING

To be determined.

PUBLIC COMMENTS

Mr. Stover commented on Time Warner's significant amount of advertising about their upgraded fiber, and questioned if the City could comment on whether or not these fiber upgrades have actually taken place. No comment by City staff.

Fred Canfield noted there is an organization looking at Internet speeds around the country, and had found that South Orange County has very high Internet speeds, while North Orange County does not.

Mr. Stover commented that he had read that President Obama has asked for a definition of broadband in this country, because there evidently, according to the government, is not a clear definition of what broadband actually is.

Mr. Stover commented that the Fullerton School District has discontinued the laptop program.

Mr. Canfield stated that the Fullerton Union High School is upset with the City's downtown wireless program because they have no control over their students' access. Students are evidently accessing the City's wireless site instead of the school's wireless site.

Mr. Stover commented that Cal State Fullerton now has technology similar to that of airports, which allows imaging of car license plates. He questioned what the unintended consequences of such technology might be without a master plan.

Mr. Stover expressed fascination with the fact that more and more parking structures are being built in the city, but there are more cars parked on the street than ever before.

Mr. Stover commented that he had recently read an article in the Fullerton News Tribune about a "Fullerton Technology Foundation" offering community education classes on how to use Twitter, Face Book, My Space, and other social networks. He noted the email address belongs to Fullerton School District.

ANNOUNCEMENTS

None.

ADJOURNMENT

With no further business, Mr. Sandford moved to adjourn. The motion was seconded by Mr. Iboshi. The meeting was adjourned at 10:05 a.m.

Next meeting scheduled for September 17, 2009.