



Agenda

CITY CLERK'S OFFICE

DATE 10-26-11 TIME 9:00am

SERVED BY Sean Moody

RECEIVED BY [Signature]

Telecommunications Advisory Committee

Thursday, November 3, 2011

10:00 a.m.

Main Post Office, Third Floor Conference Room #326
120 South Federal Place • Santa Fe • New Mexico

- A. CALL TO ORDER AND ROLL CALL
- B. APPROVAL OF MINUTES – September 29th 2011
- C. REPORTS
- D. UNFINISHED BUSINESS
- E. NEW BUSINESS
 - 1) Develop a telecommunications baseline study which:
 - a. Documents existing conditions
 - b. Analyzes the need for telecommunications services
 - 2) Review and make recommendations to the Governing Body regarding a telecommunications master plan which shall:
 - a. Encourage new technology that minimizes the impacts of telecommunications facilities
 - b. Address funding options
 - c. Include an implementation timeline
 - 3) Make recommendations to the Governing Body regarding amendments to 27-2 SFCC 1987, the “Telecommunications Facilities in the Public Rights-of-Way Ordinance” to facilitate implementation of the master plan
 - 4) Advise on City policies and programs as they relate to telecommunications
- F. ADJOURNMENT

Persons with disabilities in need of accommodations please contact the City Clerk's office at (505) 955-6520 at least five (5) working days prior to the meeting date. For questions regarding this agenda please contact Committee Staff Liaison Sean Moody at (505) 955-6350.



Minutes of the
Telecommunications Advisory Committee
November 3rd 2011

A. Call to Order & Roll Call

A special meeting of the Telecommunications Advisory Committee is called to order by Rick Carlisle, Chair, at 10:15 a.m. in Room 326 of the Federal Building located at 120 South Federal Place, Santa Fe, New Mexico. Roll call indicates the presence of a quorum as follows:

Members Present

Rick Carlisle
Ralph Vincent
Gar Clarke
Stephen Easley
Dustin Gentry

Staff Present

Sean Moody
Thomas Williams
Jessica Sandoval

Public Present

Duncan Sill, County
Steven Moriarty, IAIA
Jane Hill, Cyber Mesa
Richard Lowenberg, 1st Mile Institute

B. Approval of Minutes

- Minutes of the initial meeting on **September 29th 2011**: RC moves to approve draft minutes with tracked changes. DG seconds. Committee approves by consent with no objections.

C. Reports

- No reports presented

D. Unfinished Business

- SM maps an overview of law; policy; franchises; and public initiatives
- SM sketches a conceptual timeline through preliminary and final reports
- SM requests direction to revise committee reporting dates. SE moves to direct SM to advise Council of revised reporting dates @ 6 months from current date for preliminary report & 12 months for final report. RC seconds. Committee approves by consent with no objections.
- SM reviews committee's duties to present preliminary & final reports; to develop a master plan; and to advise the Governing Body on any telecommunications matter or policy. RC asks what the Governing Body desires the committee to accomplish, and which Councilor sponsored the authorizing ordinance/resolution. SM reports that he has not discussed with the Mayor or any Councilor and is responding only to what is documented in the legislation and in existing City policy, informed by the advice of staff. Councilor Bushee is the sponsor. RC directs SM to investigate and report back. GC also requests voting results.

E. New Business

- Baseline study
 - SM asks Mr. Sills to describe the work SFRTC has done to document existing conditions and to analyse needs. Documentation includes an assessment of existing City conduit; a list of potential subscribers to SFRTC's Phase 1 Fiber Ring study; and their initial and projected speed requirements. No additional baseline documentation or needs analysis is identified, nor is being pursued by SFRTC. Mr. Sills offers cooperation with committee's inquiry.



Minutes of the
Telecommunications Advisory Committee
November 3rd 2011

- SM projects an interactive New Mexico Broadband Map of the city showing overlays of DSL; cable; fiber; and fixed wireless. National rankings of the city with respect to speed and coverage are displayed and discussed. GC explains how the data was gathered, and the shortcomings of the fiber overlay in particular. Ms. Hill describes Cyber Mesa's new fixed wireless and GSHDSL capabilities.
- Master plan
 - Not discussed
- Chapter 27 review
 - Not discussed
- Policy advice
 - Not discussed
- Committee logistics
 - GC recommends extending meeting 30 minutes to accommodate the large volume of material. RC suggests extended sessions starting in January.
 - SE requests staff maintain binders for each member to be provided at meetings and to include all materials presented to committee. Materials should also be uploaded to a Google Docs site accessible to members.

F. Adjournment

- Meeting is adjourned at 12:02 p.m.

G. Exhibits

- 1 Minutes 9-29-11 final review draft with tracked changes (13 pages)
- 2 Email from Juan Torres dated 10-3-11 including attachments (71 pages)
- 3 Whiteboard sketch of committee purview (1 page)
- 4 Proposed Schedule (1 page)
- 5 Mission Statement draft (1 page)

H. References

- New Mexico Broadband Map
- National Broadband Map Santa Fe County Statistical Summary
- Conduit assessment
- Phase I Fiber Ring Study

Richard Carlisle, Chair