



# Agenda

CITY CLERK'S OFFICE

DATE 3-7-12 TIME 9:13am

SERVED BY Sean Moody

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## Telecommunications Advisory Committee

Thursday, March 15, 2012

10:00 a.m.

Councilors' Conference Room • City Hall  
200 Lincoln Avenue • Santa Fe • New Mexico

- A. CALL TO ORDER AND ROLL CALL
- B. APPROVAL OF MINUTES – February 16<sup>th</sup> 2011
- C. REPORTS
  - CIP project update
  - Reading list
  - Public hearing
- D. UNFINISHED BUSINESS
  - None
- E. NEW BUSINESS
  - Preliminary Report
- F. ADJOURNMENT

Persons with disabilities in need of accommodations, contact the City Clerk's Office at 955-6520, five (5) working days prior to meeting date.



# Minutes of the Telecommunications Advisory Committee

March 15<sup>th</sup> 2012

## A. Call to Order & Roll Call

A Regular Meeting of the Telecommunications Advisory Committee is called to order by Rick Carlisle, Chair, at 10:00 a.m. in the Councilors' Conference Room on the first floor of the City Hall, 200 Lincoln Avenue, Santa Fe, New Mexico. Roll call indicates the presence of a quorum as follows:

### Members Present

Rick Carlisle  
Ralph Vincent  
Gar Clarke

### Staff Present

Sean Moody  
Jessica Sandoval

### Public

Richard Lowenberg

### Members absent

Stephen Easley  
Dustin Gentry

## B. Approval of Minutes

- Draft **February 16<sup>th</sup> minutes** (Exhibit 1) reviewed; Mr. Vincent requests corrections throughout to identify Dr. Easley as such, and recommends that final approval await the review of the full committee. **No action taken.**

## C. Reports

- **CIP project update.** Mr. Moody reports that Assistant City Attorney Brennan will assess any legal impacts of the project as currently conceived. Research continuing. WPI student project begins next week.
- **Reading List.** Committee workbooks have been updated with new Section 10 which includes reference documents supporting the draft preliminary report. The documents webpage is similarly updated. Mr. Carlisle requests that the webpage link be resent to all.
- **Public Hearing.** Mr. Moody will await City Council review of the preliminary report prior to initiating the first public hearing.

## D. Unfinished Business

- **None**



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## E. New Business

### • Preliminary Report

Mr. Moody introduces draft (Exhibit 2) which has been tightly crafted to respond to the authorizing legislation to: *Minimize impact and cost to the citizen, congestion, inconvenience, visual impact, adverse effects on the City's public rights-of-way and to other users of the rights-of-way* (see draft Report p.2)

Mr. Clarke objects to representations that the committee has performed any of the work to date; it has merely advised. Instead it has been *staff* which has evaluated, created, etc.

Mr. Clarke asks what is meant by *inconvenience*. Mr. Moody responds that it is in the language of the Resolution and he has no clearer understanding of its connotations.

Mr. Clarke states that the committee must be clear whether its duties should be narrowly focused on the language of the Ordinance and Resolution, or should be engaged in master planning *per se* including review of the Franchise Ordinance *etc.*

Mr. Moody acknowledges that a broader interpretation of *master planning* may indeed be specified in the Resolution via the role it conceives for Santa Fe Complex. The latter's *Recommendations* (Exhibit 3) outlines a vision of master planning. But Mr. Moody observes that in contrast all of the telecom master plans he has reviewed nationwide are essentially build-out plans which do not assess broader impacts.

Mr. Clarke proposes that if master planning is a part of the Resolution, then some amount of funding is required to accomplish it.

Mr. Lowenberg responds that a master planning budget and timeframe should be governed by priorities which can be identified beforehand. He elaborates that *Recommendations* envisions an on-going process rather than simply a report, prioritization according to the immediacy of actions/responses, and investigation of both benefits and impacts to the community. All distinct from the spending of economic assets.

Mr. Vincent inquires if Staff has already been working with the Complex to develop a master plan per the Resolution. Mr. Moody says that it has. Mr. Clarke notes that its *Recommendations* unfortunately had not been vetted prior to presentation to City Councilors.



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Telecommunications Advisory Committee

March 15<sup>th</sup> 2012

Mr. Moody says the committee may advise the City Council to reallocate a portion of the CIP Broadband funds for master planning.

Mr. Vincent inquires if Staff has been working with SFRTC. Mr. Moody reports that he has incorporated SFRTC's completed investigation of existing conditions but per Duncan Sills, SFRTC does not have plans to investigate further.

Mr. Clarke proposes the master plan should incorporate:

- Updated Santa Fe Complex recommendations
- Finer resolution broadband data
- Master planning guide book
- Review and recommendations on CIP Broadband project prior to implementation
- Build-out intentions
- Franchise Ordinance sticky points among providers, public and City

Mr. Moody will:

- Redraft the preliminary report for committee members' review and comment prior to next meeting which will:
  - incorporate a broadened scope as proposed in *Recommendations*
  - recommend reallocation of \$100K from CIP Broadband funding
- Draft a resolution and memo to City Council to reallocate CIP Broadband funds
- Draft a professional services RFQ for master planning

Revised submittal date to City Council will be late next month after the committee meeting

**No action taken.**

F. Adjournment

- Chair Carlisle adjourns the meeting at 11:13 a.m.

G. Exhibits

- 1 Draft minutes February 16<sup>th</sup> 2012
- 2 Draft Preliminary Report
- 3 *Recommendations* , Santa Fe Complex, 11-19-2010

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Richard Carlisle, Chair