## **Technology Advisory Committee**

#### **Meeting Minutes**

## September 8, 2011

The Technology Advisory Committee met on September 8, 2011 in City Hall, Council Chambers.

I.	Call to Order
	The meeting was called to order at 10:35 a.m.
II.	Roll Call
_x_ N	Chris Price – Chairx_ Kent Anderson Oakel Hardy  Mike Jamersonx_ Mark McHolland Georgia Miller  Lon Latta Jim Hartsook
Invite	d Guests:
Other	Attendees: Brent Engle, Community IT Executive Stan Gamso, Counsel Andrew Brelage, Smithville Digital
III.	Review of minutes from August 11, 2011 meeting.
same.	There was no discussion. Mike moved and Mark seconded a motion to approve Following unanimous voice vote, the minutes were approved.
IV.	Continuing Business
	a) Invoice Review
There	Counsel's invoice for services was presented for consideration and approval. being no discussion, Mike moved and Kent seconded, and following voice vote,

## b) Audit Update – M. McHolland

the invoice was approved unanimously for payment.

Since the last meeting, the customer survey was extended until the end of August. The original survey resulted in 11 responses out of 20 customers who received surveys. The extension yield four (4) additional responses, an increase

of 20%.

Smithville provided the TAC with an audit letter from their accountants and the TAC purchased a D&B report on Smithville. There were no red flags or concerns in either the audit letter or the D&B report.

Mark reported that the audit conclusions are that Smithville is paying what they contracted to pay the City, and pursuant to the customer survey responses, they are doing a good job in the customers' eyes. Mark opined they have become a very good partner.

The chairman tasked Mark and Brent to prepare some document or statement regarding the audit for inclusion on the webpage for the TAC.

#### c) Smithville Update – Andrew Brelage

Andrew presented Smithville's monthly check to the chairman.

Smithville has a contract with the Yes Cinema for 8 Meg data service.

Five (5) proposals have been submitted to prospective customers and one (1) of those has requested a contract to review.

Smithville's fiber running along 10<sup>th</sup> Street is reaching capacity in that they only have 4 strands not being used. Their plan is to add additional fiber to that conduit.

As for the customer survey results as received by the Audit subcommittee, Smithville is reviewing the results. The chairman asked if Smithville would provide an action plan upon completion of their review and Andrew did not think this would be a problem.

Andrew reported that there will be two (2) upcoming conferences, the Entrepreneur Conference and Tri-County Conference, both to be held at the Commons. Smithville has decided to increase the band width of their Internet service during those two conferences at no cost to the City.

#### d) City IT Update – B. Engle

Brent reported that the City website developer has prepared a proposal for continued monitoring and management of the web site. This is to assist and fulfill an ownership of content role. The City is examining policies regarding modification and management of the web site over the long term. The goal would be to execute a contract with the web developer until such time as the City can resolve the issue of ongoing management of the site.

## e) Subcommittee Updates

#### i. CIO Subcommittee – C. Price

Chris reported that this item should be removed from the agenda until next year.

### ii. Route Subcommittee – B. Engle

Brent reported that Barkley Gehring has some questions for the Committee regarding hand hole locations on the route along U.S. 31 from Central Avenue to Indianapolis Road. Barkley made a presentation of the route and offered suggestions regarding the routing of the conduit, the suggested hand-holes, and the costs of the project.

There was a general discussion by and among Barkley, Andrew, and the Committee regarding the route and hand-hole locations. The consensus was that Gehring would install the conduit on the south side of U.S. 31 from Central Avenue. The conduit would be installed under the White River and end at Commerce Drive. Then it would cross U.S. 31 and continue along the north side of U.S. 31 until it reached the general area of Cunningham Pattern where it would then connect to another Smithville conduit. The plan also includes the installation of some nine (9) hand holes. Barkley indicated that completion of the installation should be accomplished by year end.

#### f) Wireless Update – B. Engle

Brent reported the site survey is presently under way for the City Hall, Donner Center and the Hamilton Center. It is expected that the on-site work will be completed by tomorrow and a report should be forth coming within a couple of weeks. Then selection of the access point hardware and installation can be accomplished.

Brent also reported that the existing Motorola Canopy hardware nodes used by the Fire Department can be redeployed to further extend the reach of the City public wi-fi network.

#### V. New Business

Brent reported that there is a project entitled "Gig.-U". It is a research back bone network being deployed by universities. He received notice of this from Indiana University and will continue to follow the progress and look into the benefits of this service for the City.

## VI. Call for Public Comments

None

# VII. Adjournment

There being no further business the meeting was adjourned at 11:35 a.m.