1. **Call to Order & Roll Call** – 6:35 p.m.

2. **Approval of Agenda** – Motion to approve by Steve McMahon. Seconded by Jacques Franco. Approved unanimously by consensus, two absent.

3. **Brief Announcements from Staff and Task Force**
   Jacque Franco asked when information about City’s inventory of existing fiber infrastructure would be available and if it would be in GIS format. Asked about status of vacant GIS staff position.

4. **Public Comment**
   At this time, any member of the public may address the commission only on matters which are listed on this agenda. Comments are usually limited to no more than 3 minutes per speaker. Speakers will be asked to state their name for the record.

   Public member M.E. present, but had no comments.

5. **Consent Calendar**
   A. **Approval of November 30, 2016 Draft Minutes**
      Need for minor correction under “Community News” for Mike Adam’s question about “Next Century Cities” noted. Motion to approve as amended by Steve McMahon. Seconded by Jacque Franco. Approved unanimously 8-0, 2 absent.

6. **Regular Items**
   A. **Citywide Fiber Optic Network Request for Proposals** – Consultant selection process
      i. **Recommended Action:**
         1. Receive reports on results of reference checks and sample report reviews.
         2. Confirm firms to be interviewed
         3. Discuss interview schedule, questions and selection process
         4. Discuss possible additions to scope of work (e.g. survey)
Diane Parro summarized information received from reference check calls made for each consultant. Both were very positive.

Task Force members shared their comments and questions from reviewing sample reports submitted by the top ranked finalists. Though the reports differed somewhat the general consensus viewpoint was positive. Task Force members concurred they did not need to interview other firms, but requested staff conduct two more reference checks for each consultant, selecting contacts from the additional consultant sample reports provided.

Motion by Steve McMahon to confirm ctc technology & energy, and CCG Consulting/Finley Engineering as the two top ranked candidates selected to be interviewed. Second by Jeff Mischkinsky. Approved unanimously 8-0, 2 absent.

Task Force members reviewed and discussed an initial set of draft interview questions provided by staff. By consensus the Task Force favored using most of the questions and sharing them with the consultants before the interview. They also identified which questions to have consultants address as part of an introductory presentation; questions to be answered in writing; and questions consultants should prepare to discuss at the interview.

Task Force members discussed time frame and desired format for conducting two consultant interviews at the regular, Jan. 25, 2017 Task Force meeting. By consensus the Task Force agreed on the following:

- Jan. 25, 2017 meeting would be from 5:00-9:00 p.m. in a larger venue selected by staff.
- They would hold two 75 minute interviews, with a 30 minute discussion break after each interview. CCG Consulting/Finley Engineering would go first.
- Staff to revise draft interview questions to reflect Task Force comments for final Task Force review.
- No final decision would be made at the meeting.

Motion for Task Force to hold a Special Meeting on Wednesday February 1, 2017 beginning at 6:30 p.m. to select the top consultant recommended to prepare the Citywide Fiber Optic Network Feasibility Study by Steve McMahon. Seconded by Jacque Franco. Approved unanimously 8-0, 2 absent.

7. **Task Force and Staff Brief Communications** – deferred to later meeting by consensus
    
    **A. Agenda Planning and Long Range Calendar**

    **B. Community News**

    **C. Recommended Reading:**
    
    