

Technology and High Speed Internet Access Committee

Purpose

The Committee's overall purpose is to expand access to high speed internet service to as many properties in the City as possible, and to develop plans, policies and procedures for expanding internet service to serve future development.

Scope of Work

The Committee's Scope of work is outlined below, and is subject to change based on member input, new information, and the annual work plan.

- 1) Contact the City's state representatives and ask them to aid in the process. (This should include following up with them regarding the information in steps 4, 5,6 and 7.)
- 3) Contact Century Link and Comcast Cable to establish a point of contact with them.
- 4) obtain service area information from Century Link and Comcast, and map out Afton showing existing internet connectivity to identify areas with poor to no service.
- 5) Compile a list of the "no to poor" service areas by street name.
- 6) Identify and develop action steps to address the economic and technical challenges to bringing service to those areas.
 - develop an understanding of the limitations in the franchise agreement with the cable company regarding the expansion of service to low density areas, and any statutory requirements that relate to the cable company's responsibility regarding the expansion of service.
 - Connect with cities in similar circumstances to find out what their broadband expansion strategies are and whether they have had success.
- 7) Source funding for improvements.
 - Become familiar with the Governor's broadband expansion initiative and possible funding available under this program.
 - Discuss with Century Link and Comcast cost-sharing for service expansion
- 8) Establish requirement to embed growth infrastructure techniques for future subdivisions.
- 9) Establish requirement to embed growth infrastructure in future road projects.
- 10) Report findings to the city Council every three months.

Composition: terms of members.

The Technology and High Speed Internet Access Committee shall consist of six members. Members shall be appointed by the City Council for three-year terms so that no more than three of the appointments will expire on December 31 of each year. No member may serve more than two consecutive three-year terms unless the average years of service for all committee members is less than four years. A member who has served two terms may be reappointed by the City Council after a one-year absence.

Qualifications of members.

Each member of the Technology and High Speed Internet Access Committee shall be a resident of the city. Wherever possible, committee members should represent all geographical areas of the city and a cross-section of the population of the city at the time of appointment.

Removal of members.

Any member of the Technology and high Speed Internet Access Committee may be removed by a four-fifths vote of the City Council, for cause. Cause shall include, but not be limited to, having more than three absences or more than one unexcused absence in any one calendar year. The council may consider exceptional circumstances when applying this rule.

Officers.

The Technology and High Speed Internet Access Committee shall elect a chairperson, a vice-chairperson and a secretary from among its appointed members at its regular meeting in January of each year, for a term of one year. The chairperson shall preside at all meetings of the committee, if present, and shall perform all other duties and functions assigned by the committee or the City Council. The vice-chairperson shall perform these duties in the absence of the chairperson. If a vacancy occurs in the chairperson's office, the vice-chairperson shall assume the chairperson's duties for the remainder of the year; and a new vice-chairperson shall be elected by the

committee at a special election to be held at the next regularly scheduled committee meeting, after at least three days' written notice to each committee member. The secretary shall take the minutes of the committee meetings.

Annual work plan.

The Technology and High Speed Internet Access Committee shall meet with the City Council during the first quarter of each year to develop an annual work plan, including goals for the year, a scope of work, and points of interaction on projects.

Regular meetings.

- (a) The Technology and High Speed Internet Access Committee shall determine a regular monthly meeting schedule, and the meetings will be noticed in the City Newsletter, on the City's website, and on the City's official bulletin board.
- (b) No action shall be taken in the absence of a quorum except to adjourn the meeting to a subsequent date. A regular meeting may be canceled or rescheduled by the committee at a prior meeting or if there are no scheduled agenda items, ten days prior to the meeting.
- (c) All action taken by the committee shall be by the affirmative vote of a majority of the members present.

Special meetings.

Special meetings of the Technology and High Speed Internet Access Committee shall be held in the city hall at a time and place designated or at a public place at the time designated and shall be called by the chairperson. Upon the written request of at least three members, the chairperson shall be required to call a special meeting to be held within seven days of the request. Written notice thereof shall be given to all members not less than three days in advance of the meeting.

Quorum.

A quorum of the Technology and High Speed Internet Access Committee shall consist of a majority of the currently appointed members.

Voting.

Each member of the Technology and High Speed Internet Access Committee attending any meeting shall be entitled to cast one vote. Voting shall be by voice vote. If any member shall have a personal interest of any kind in the matter then before the committee, he shall disclose this interest and be disqualified from voting upon the matter, and the secretary shall record in the minutes that no vote was cast by such member.

Proceedings.

At any regular meeting of the Technology and High Speed Internet Access Committee, the following shall be the regular order of business:

- (1) Roll call.
- (2) Minutes of the preceding meeting.
- (3) Public hearing as scheduled on the agenda.
- (4) Old and New Business as scheduled on the agenda.
- (5) Communications.
- (6) Adjournment.

Rules of procedure.

All meetings of the Technology and High Speed Internet Access Committee shall be conducted in accordance with the Revised Robert's Rules of Order.

Agendas.

The chairperson of the Technology and High Speed Internet Access Committee shall cause all items to be considered at any regular meeting to be placed on a written agenda by the city administrator five days before the meeting. The city administrator shall advise the chairperson of any matters the committee must consider by council directive, ordinance or statute and shall have prepared and mailed a written agenda of all meetings to all committee members no less than five days before each meeting.

Records.

Each formal action of the Technology and High Speed Internet Access Committee shall be recorded in the minutes of the meeting as a formal motion after an affirmative vote as provided in this division. The recommendations and findings of the committee shall be presented to the City Council at the next regularly scheduled City Council meeting. The record of meetings, actions and recommendations shall be transmitted to the city administrator for keeping and distribution.

Member training.

The Technology and High Speed Internet Access Committee members shall be encouraged to avail themselves of training courses offered by the city, the state and other government and public training agencies and the City Council shall budget for the reimbursement of expenses incurred in training each year.