

**City of Milpitas**  
**Approved Minutes**  
**Telecommunications Commission**  
**February 26, 2007**

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**I. Call to Order & Roll Call:**

Telecommunications Commission Chair Albert Alcorn called the meeting to order.

Members Present: Albert Alcorn, D. Gupta, S. Bansal, R. Shaw, H. Tran. I Munir

I.S. Staff: B. Marion, E. Pasion

Members Absent: P. Peterson, S. Bilgrami , N. Gupta, V. V. Mathur, W. Lam

City Council: A. Gomez

**II. Pledge of Allegiance:**

The members of the Commission recited the Pledge of Allegiance.

**III. Announcements:**

No announcements made for the record.

**IV. Approval of the Agenda:**

Motion to approve the agenda as submitted.

M/S D. Gupta / R. Shaw Ayes: 6

**V. Approval of the Minutes  
January 22, 2007**

Commissioner H. Tran noted that he was present for the January 22 meeting and requested the minutes be updated.

Motion to approve the minutes as amended.

M/S H. Tran / D. Gupta Ayes: 6

**VI. Citizen's Forum**

No comments made for the record.

**VII. Continued-New Business:**

1. T Mobile installation 901 E. Calaveras Blvd.

Momo Ishijima Associate Planner introduced the application request from T-Mobile cellular service to install communications and associated support equipment on the rooftop of the Embassy Suites hotel at 901 East Calaveras Blvd.

Chair Alcorn asked that information be provided on how many times a given cellular provider has requested installations in Milpitas in the past. He wanted to better determine whether similar technology is being presented or if new technology is being deployed in the community. This would better determined if a formal review were necessary for the cellular provider.

Ms. Ishijima noted that T-Mobile has requested installation in the past but have had difference representatives completing the application process.

Commission Tran asked of the number users can be in use at a given time. The T-Mobile representative noted that at any given time a total of 48 users may be logged in use of the cellular site.

Motion to approve request to the Planning Commission.

M/S

D. Gupta / G I. Munir 6

## 2. Review of Cable Studio Policy Working Group

Chair Alcorn noted that he requested the cable studio policy issues and the cable television equipment integration be kept and two separate discussion items.

Commissioner D. Gupta reported that the policy-working group would need to resume the meetings. One of the items of will be the process adding show programming to the cable access channel. The goal will be to program cable 26 with as much local television programming as much as possible. Commissioner D. Gupta noted that he wanted to invite other members from the various city commissions' leaders to invite them to create new programming for the cable channel.

Mr. Marion noted that a members of the local 4-H club was already expressed interest in creating programming. Chair Alcorn noted that members of his church group are also interested in creating local access programming. Chair Alcorn reiterated that the City Councilmember Livengood wanted that Telecom Commission to create that first program introducing the new cable channel.

Commission D. Gupta noted that a programming guide wanted to know what kind programming would be scheduled for cable 26 and how much time can be filled for each day similar to the a TV Guide lineup. Staff noted that the public access channel website is still be worked on and several more features were being added. Chair Alcorn requested that the Milpitastv.org web site be emailed to the group.

The commission agreed to continue discussing this matter as the following agenda item titles "Cable Studio

Procedures Update” as a standing agenda update. Commissioner D. Gupta requested that programming examples be reviewed at the next meeting to begin the review process for the matter. In the meantime, additional members from the commission were needed to help review the programming and policy documents. Members of the public will be invited after the mail programming policy has been developed. The working group committee consists of D. Gupta, R. Shaw and S. Bilgrami. Additional input and assistance would be greatly appreciated in reviewing the procedures. Staff would contact the City Clerk’s Office in obtaining a copy of the city directory of local officials to being contacting members from other city commissions. The committee would plan on meeting at the city’s Information Services Department at 1265 North Milpitas Blvd. Staff can assist in distributing the invitation message to the other city commissions regarding future public access cable studio

Motion to note receipt and file.

M/S I. Munir / S. Bansal

Ayes: 6

### 3. Cable Studio Equipment and Training.

Staff updated the commission on the installation process on the cable access studio. Staff noted that fiber optic cable was relocated and connected to the first floor city hall communications closet from its original location from the council chambers audiovisual control room. Additionally, Milpitas cable access channel 26 was activated and tested for use. Staff worked with Comcast headend technicians in calibrating the cable 26 for initial use by the Milpitas Unified School District for a public hearing on February 27<sup>th</sup>. That same evening the City Council held a budget study session at city hall in the first floor committee conference room that was also televised live on Milpitas cable 15.

Audio and video equipment was installed in the committee conference room in order to accommodate for this special meeting work session thus moving the completion of the public access studio. Staff reported that with the completion of the first floor committee conference integration the primary focus of work would be to complete the public access studio during the month of March. Staff anticipates initial training to start in early to mid April.

Mr. Marion noted that the city has started receiving local prepared programming to be shown on the future public access channel. Chair Alcorn noted that the programming would be able to shown at various times throughout the week. Staff noted that the local 4H club, Milpitas Historical society and various city departments are interested in producing local programming for the both cable channels.

Mr. Marion also noted it would best to have a grand opening event to invite the public and elected officials on the accomplishments in completing the project.

Commissioner D. Gupta requested additional programming information to be added to cable 26. Noted that the equipment to support the messaging is still being ordered to accommodate the development of new information. Staff noted that temporary accommodations were created to meet the planned meeting event scheduled on February 27.

Chair Alcorn asked of the future training needs to the use of the equipment. Staff noted that time will be set aside for the commission and an introduction of the use of the equipment and studio. Training could be done in April. Various levels of training will be done and commissioners will be given training from the onset in order to provide familiarity of the layout and use of the system. Chair Alcorn suggested four to five commissioners could be trained in the basic use and operation of the cable studio equipment. Then a second group would follow to basic training on equipment use.

Staff reported to the commission that electronic card key access would be the primary form of accessing the cable studio. Chair Alcorn requested that the commission be allowed card key access to the facility. Staff noted that 10 to 20 card keys can be issued for cable studio access use.

Chair Alcorn reiterated to continue discussion on this matter. He asked staff of the number of trainers on use of the studio. Staff noted that all the commissioners are proficient in the use and operation of the studio and that commissioners would have an operational and management of the cable studio. The next development would be the establishment of a 501c non-profit organization to help direct and the operation of the studio.

Commissioner D. Gupta asked of the cable channel being viewed outside of Milpitas. Staff noted that Milpitas Comcast cable subscribers could only view Milpitas cable 26. Other Comcast cable systems may have similar local programming for their respective communities in which it provides service to its subscribers.

Motion to note receipt and file.

M/S D. Gupta / S. Bansal

Ayes: 6

#### 4. January '07 I.S. Monthly Report.

Bill Marion, Director of Information Services, reported on the highlights of the Information Services Department.

Earthlink WiFi service would be expanding its marketing campaign on its services. Additionally, Earthlink would be providing free WiFi Internet service at several public buildings in Milpitas. The Milpitas sports center, teen center and new library will have free limited WiFi service. The city's Police and Fire vehicles would also be integrated onto the Earthlink WiFi network as part of its operational features on the city's network.

Staff currently is receiving hands-on training on the city's new online permitting system that would allow the city's building, planning and fire inspection department's timely access to planning data.

Information services is also working on a regional 911 emergency systems involving Milpitas, San Jose and Santa Clara county. Milpitas is hosting the CAD system and demo capabilities of the system. The future ability to hand off computer aided dispatch incidences throughout the county is part of the overall project. Homeland Security is the funding of the test project and will allow an added layer of communications for the local agencies to better handle its resources.

Motion to note receipt and file.

M/S D. Gupta / I. Munir Ayes: 6

5. Round Table Discussion

No discussion for item.

**VIII. Adjournment of Meeting**

The Commission adjourned the meeting to Monday, March 19, 2007.

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