

**City of Milpitas
Approved Minutes
Telecommunications Commission
October 15, 2007**

I. Call to Order & Roll Call:

Telecommunications Commission Chair Albert Alcorn called the meeting to order.

Members Present: A. Alcorn, V. Mathur, I. Munir, S. Bansal, R. Shaw, W. Lam

I.S. Staff: E. Pasion

Members Absent: D. Gupta, S. Bilgrami, N. Gupta, H. Tran,

City Council: A. Gomez

II. Pledge of Allegiance:

The members of the Commission recited the Pledge of the Allegiance.

III. Announcements:

No announcements made for the record.

IV. Approval of the Agenda:

Motion to approve the agenda as submitted.

M/S V. Mathur / I. Munir Ayes: 6

V. Approval of the Minutes:

Commissioner Bansal noted that he was not present at the August meeting and did not make a motion to item 1 on the minutes.

Motion to approve the minutes as amended.

M/S S. Bansal / V. Mathur Ayes: 6

VI. Citizen's Forum:

No comments made for the record.

VII. New and Continued Business:

1. Larry Krasno Software Demo

Mr. Larry Krasno provided a demonstration of software that his company developed addressing the needs of automated agenda and minutes development. Mr. Krasno's company

Imagemasters developed a web-based application process that would help simplify agenda creation and management process.

The Commission asked how would the be software be supported. Mr. Krasno noted that the program is an open-source software and the owner would control the source code. Any updates to the open-source code would then be made public for other users to use.

Mr. Krasno noted that his company would provide the needed training to learn and operate the software use. The cost of the software would be incurred through training the city staff would need to learn the use of the software. All documents would be developed through the use of Adobe PDF viewer program.

Motion to note, receipt and file.

M/S V. Mathur / I. Munir Ayes: 6

2. Telecommunications Master Plan Update

Staff provided and update to the Master Plan document. An updated document was emailed to the members of the commission to review for additional discussion and input from the various commissioners.

Staff had reported that the final document would be presented before the city council at its meeting of November 6th.

The commissioners recommended to staff that the report be placed on the November 27th city council agenda. The commissioners requested additional time to review the final document before being presented to the city council.

Motion to note, receipt and file.

M/S V. Mathur / I. Munir Ayes: 6

3. Meeting Schedule November and December

The commission discussed the upcoming meeting schedule for November and December to determine whether to continue with its current schedule.

Staff noted that the commission currently has meetings scheduled for November 19 and December 17.

The commissioners agreed to cancel it meeting of December 17 and reschedule its meeting of November 19 to November 12.

Staff corrected the Commission and made them aware that Monday, November 12 is Veteran's Day and is a national holiday.

The Commission decided to hold its meeting on Monday, November 5, 2007.

Motion to reschedule the meeting of November 19 to November 5 and cancel the December 17 meeting to January 28, 2008.

M/S V. Mathur / S. Bansal Ayes: 6

4. MCTV staff meeting and activity updates.

The commission discussed the upcoming meeting schedule for the MCTV studio.

Commissioner Shaw noted that a working operation manual had been developed for new users.

Staff noted that several shows had already been produced with the sister cities commission, a local Indian variety program, and a local real estate strategy program.

The programming and equipment matters are being addressed. Staff has redirected Magic Wave to correct several operational items with the studio equipment.

Commissioner Mathur asked about the daily programming. Staff noted that the programs are shown from 7am to 10pm every day. The channel then reverts to a message board on cable 26. Staff is searching for message board software.

Commissioner Lam asked of the status of the access keys to the studio and ID badges. Staff would check on the status of the badges and keys for Commissioners Lam, Bansal and Mathur.

Commissioners Mathur suggested that the programming should run 24 hours. Commissioner Shaw noted that time would be best spent on help aid staff in programming and show creation for the time being rather than focus on all day programming. Staff has been watching and monitoring the channel on a daily basis to ensure the operation of the channel.

The next training session would be determined at the worksession. The Milpitas adult training class is still being worked on and still requires formal approval from the city council.

Motion to note, receipt and file.

M/S V. Mathur / I. Munir Ayes: 6

5. September '07 Information Services Report

Staff reported on the monthly highlights for September. The city's building division is currently testing its interactive voice recognition service for it planning department. Staff is also currently working with the city's public safety departments

deploying upgraded computers within the city's police and fire vehicles.

Commissioner Lam asked about the Earthlink WiFi service in Milpitas. Staff reported that Earthlink is still providing WiFi service in Milpitas.

Commissioner Shaw asked of the Comcast status in Milpitas. Staff reported that Comcast is still upgraded it entire network in Milpitas to a 1 gigahertz network that will provide a host of ala-cart and digital programming features to the Milpitas cable subscribers.

Motion to note, receipt and file.

M/S V. Mathur / I. Munir Ayes: 6

6. Roundtable Discussion

No items discussed for the record.

Motion to note, receipt and file.

M/S V. Mathur / I. Munir Ayes: 6

VIII. Adjournment of Meeting:

Meeting adjourned to the rescheduled November 5th, 2007 commission meeting.