

**City of Milpitas
Unapproved Minutes
Telecommunications Commission
Saturday Work Session
August 1, 2009**

I. Call to Order & Roll Call:

Chair, Albert Alcorn, called the commission meeting to order.

Members Present, A. Alcorn, D. Gupta, N. Gupta,
K. Bohan, H. Tran, R. Shaw, W. Lam, S. Bansal, S. Ahuja

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

Members Absent,
I. Munir (excused),

City Council: A. Gomez

II. Pledge of Allegiance:

The members of the Commission recited the Pledge of Allegiance.

III. Announcements:

Commissioner N. Gupta reminded everyone of the Thursday, August 6th National Night Out event being held throughout Milpitas' neighborhoods.

IV. Approval of the Agenda:

Motion to approve the agenda as submitted.

M/S H. Tran / N. Gupta Ayes: 9

V. Approval of the Minutes:

Motion to approve the minutes from the July 20th meeting as submitted.

M/S N.Gupta / H. Tran Ayes: 9

VI. Citizen's Forum:

No comments made for the record.

VII. New and Continued Business:

1. Review of 2005 & 2007 Telecom Master Plan.

The commission began the discussion with a review of the previous master plan documents from 2005 and the recommendations made to the master plan document in 2007.

Chair Alcorn suggested that a review of the master plans time-line be included to highlight the areas of accomplishments.

The director of information services, Bill Marion, reviewed for the commission the 2005 master plan and the 2007 recommendations and notated the areas of the document that had been addressed and implemented.

Commissioner Bohan added that as part of the new draft of the telecom master plan the commission should consider the importance of internet protocol television (IPTV) as future technology requirement for the public access studio. Chair Alcorn suggest that this item be discussion later in the work session.

Staff continued with a summary of the list of accomplishments that included a recently completed network equipment upgrade, expansion of the geographical information systems data base, expansion and integration of the city's internet web camera network for public works and the emergency dispatch center, the integration of an online scheduling and access for the building and planning departments and the creation of a wireless data network for the city and for the public's use.

In reviewing the 2007 portion of the master plan document the accomplishments included the creation and operation of a cable television public access studio, the creation of a non-profit organization to operate the public access studio, the training of volunteer users of the cable access studio, the creation of the adult education classes using the cable access studio, the review and possible consideration of replacing the city's telephone system with VOIP telephone technology at a cost savings to the city. Chair Alcorn noted that the city's phone technology could be another project as future goal for completion. Staff added that a replacement of the city's phone equipment would require a complete removal of the existing telephone equipment.

Chair Alcorn suggested that the commission consider discussing the city's telephone equipment needs as part of it monthly agenda. The commission can evaluate and review the future telephone needs of the city and as part of it long-term planning goals. The commission would also do an evaluation of the current VOIP technologies as part of the review process. Staff added that a future a telephony program to support VOIP integration can be done so long as it has been presented to the city council for consideration. Chair Alcorn added the two major areas to consider presenting to the city council are the future needs for a phone system upgrade and the future needs of the cable access studio. The commission would be responsible for providing the history for each item and provide recommendations a future overall plan to support its future technology needs.

Chair Alcorn continued the review of the master plan documents with the review of the telecommunications installation requests to the city. Staff reported that the city's planning department has updated its telecom questionnaire for all prospective telecom and wireless communications providers seeking to locate its communications equipment in the Milpitas.

Staff also noted that the master plan outlined the current and future use of the city's public safety radio equipment technology. The city currently maintains its existing radio communications equipment. It is scheduled for another possible upgrade by 2012. The city is currently participating in a county wide interoperability microwave communications project that will enable emergency communications with other Santa Clara county agencies. The city has existing microwave equipment located at three elevated locations in Milpitas which provides an advantage compared to other local communities. It is also using the microwave technology to help offset leased T-1 access lines as well as for expanded data usage.

Staff is also not recommending the use of the trunked digital technology as a possible alternative replacement to its existing radio equipment. The commission agreed with the current recommendations.

In the area of the city's emergency operations center, there is an on going review to update the center's technology needs. City staff is reviewing the EOC technology needs, with the city's public safety directors, and considering recommendations to replace several pieces of communications technology. Chair Alcorn questioned whether the cost of the replacement of the EOC technology, compared to the level of on going use of the EOC, is worth the extra expenditures for new equipment. He suggested to the commission that the spending for new equipment for the EOC should be tempered until there is greater use of the center such as expanded training.

The commission then focused on the review of the city's data storage archiving needs. Currently, the city contracts with an outside data storage firm, at a cost of \$5000 a year, to house its archival financial data in the event that its local data is completely lost or destroyed due to a natural or man-made disaster. Staff is working on reducing its annual cost for data storage and still meets the mandatory insurance requirements to maintain its financial data.

In the area of the city's internet website, the commission reviewed the numerous accomplishments since the city first launched its website in 1997. The commission added that the function of the city's website has greatly increased the level of accessibility to city departments and its services and its various functions whether it be recreational services, video streaming, scheduling times for residential home and building inspections to making online water bill payments and so on. The commission reiterated the time saving value being offered to the residents and businesses in Milpitas. The commission recommended that it report to the council the added cost saving being offered through the website technology and the time savings being gained by Milpitas residents through the use of this technology. Essentially having city staff doing more with less showing that there is a real cost saving benefit to the community.

In the area of the city's web cameras, the commission requested an update from the city's traffic engineer. Staff noted that the city no longer had a staff traffic engineer due to the recent city-wide staff reductions. Staff would check if there were any current city personnel handling the traffic engineering duties.

Staff reviewed and outlined the current card key access security and alarm programs that had been implemented for the various buildings and facilities throughout the city.

The commission reiterated that the presentation to the city council should show high level areas of accomplishment and highlight several of the on going technology programs.

The discussion moved to the consideration of changing the commission's name from Telecommunications to a new title. Chair Alcorn stated that he was not supportive of a change of the commission's current title and added that the use of technology in the title would make duties of the commission more of a generic role to covering other non-technical technologies. Commissioner Bohan suggestion as an alternative title to consider would be Communcations and Technology Commission. Chair Alcorn reiterated his concern of not changing the commission's title at this time. Commissioner Ahuja offered several possible options to consider as a potential name changes.

Chair Alcorn asked staff of the timing for presentation to city council on the master plan. Director Marion noted that the review and preparation of the master plan documentation was on track. The schedule for presentation to city council is planned for the end of 2009. The next full review of master plan would be for 2011 for the 2012-13 budget.

Commissioner Bohan expressed his concern to address the specific technology needs of the cable access center. Chair Alcorn clarified that this discussion had no bearing on the overall technology needs and concerns of the city.

Commissioner Bohan noted that city's cable access channel should be added to the AT&T U-Vers product and to IPTV programming. Currently, the Milpitas public access channel is not accessible on AT&T U-Vers. One recommendation was to install a studio mini-server technology. Chair Alcorn and Vice Chair Dinesh Gupta added clarity that the city will only deal with matters relative to the existing cable television franchise with the city of Milpitas. As for the technology and equipment needs the city would be responsible for the equipment. Chair Alcon requested that Vice Chair D. Gupta and Commissioner Bohan discuss this matter at the MCTV group level and discuss the matter further so that a better understanding of the issues can be determined. Once that has been completed the item can be discussed at the commission level prior to any recommendation to the city council.

Commissioner Ahuja reported to the commission that he had several recommendations to add to the discussions. The ideas focused on the involvement and partnership of the local school district, local corporations in Milpitas, and possibly sponsoring youth science faire events in the city. The goal would be to attract the knowledge base of the local technology industry as well the education arena to help foster interests in higher learning and expand on the Milpitas community's quality of living. The commission agreed with the ideas and partnering with local corporations that could provide assistance to the Milpitas community can only benefit the residence. Chair Alcorn expressed his interest in getting the school district involved in such an activities in exchange for the use of the MCTV26 cable studio. However, before any attempt of discussion must first be documented and present in the telecom master plan and suggested that telecom outreach program that involved the school district and the local business and technology industries. The commission would serve as advisers and counselors throughout this entire process of out reach. Commissioner Ahuja recommended that the use of the city's website and the public access channel could be used as part of the outreach program. Finally, he added that the expansion of solar energy technology that could be integrated on local buildings and businesses. Chair expressed to the commission that every member should do something similar that was outlined in the document that Commissioner Ahuja has provided.

Chair Alcorn requested staff to provide draft slides that can be reviewed by the commissioners. Those slides can then be expanded on to create a more detailed presentation that can be refined. From there a final presentation can then be reviewed and be formally presented to the city council. The items to be discussed would involve the following areas: The history of the telecom commission, Milpitas community television, telephone technology, economy of technology, and finally, public outreach to the Milpitas community.

Commissioners Bohan added that the commission should consider conducting its meeting in the first floor committee conference room on a normal basis. Chair Alcorn added that the chamber provided a better venue to do presentations and Vice Chair D. Gupta added that chamber location would be better suited to telecast the commission's public hearings in decided to do so in the future. Chair Alcorn suggested that the commission should consider holding its meeting in the first floor committee conference room when there was an opportunity and did not conflict with other commission group using the room on the same evenings possibly holding the meeting once every three months.

Motion to note, receipt and file of the work session.

M/S S. Bansal / N. Gupta Ayes: 9

VIII. Adjournment of Meeting:

Meeting adjourned to August 17, 2009, Telecom Work session.