

**City of Milpitas
Approved Minutes
Telecommunications Commission
June 21, 2010**

I. Call to Order & Roll Call:

Chair Albert Alcorn called the commission meeting to order.

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

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

City Council: A. Gomez

Members Absent: , I. Munir,

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 S. Bansal / N. Gupta Ayes: 9

V. Approval of the Minutes:

Commissioner Bansal questioned the minutes and thought it did not reflect the accuracy of the items discussed.

Vice Chair D. Gupta requested that the May 17 also be resubmitted for review at the July 19 meeting.

Motion to request the minutes of May 17 is resubmitted.

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

VI. Citizen's Forum:

No comments made for the record.

VII. New and Continued Business:

1. Chair's Master Plan Presentation to Council.

Chair Alcorn provided a brief report of the telecom master plan given at the April 20th city council meeting. The chair noted that the council was very supportive of the accomplishments and ongoing tasks of technology being considered to benefit the city. He added that there was direction given by the city council to

have the commission review and consider new technology that can benefit the city in its overall operations. Councilmember Gomez added that the council requested the commission's input to seeking out new technology that would help in reducing the city's overall deficit. An example that was given was the city's payroll processing system.

Vice Chair D. Gupta added that the commission had made some early suggestions on technology but added that more review and discussion was needed.

Chair Alcorn noted that continuing the discussion through item #2 would be the best direction to proceed and asked the Master Plan presentation item be concluded for discussion.

Motion to note, receipt and file.

M/S

N. Gupta / D. Gupta

Ayes: 9

2. Telecom Technology Recommendations to City.

Chair Alcorn noted that the city council requested the telecom commission's input in reviewing and considering new technology where it is not currently being used in the city's operations. Commissioner Bohan added that it would be helpful to contact the staff or department director to get to input and provide a starting point to give feedback. Vice Chair D. Gupta added that staff would be making initial contact to all city staff to prepare them and make them aware that the commission is interested in gathering data from city staff.

Chair Alcorn noted that a outline document would be needed in order to properly document and address the various city department's needs. Additionally, a telecom subcommittee would be needed to help focus the review and discussion of this subject. The subcommittee would be responsible for understanding how each of the 11 city departments currently use technology and how there processes work overall. The subcommittee would be given that task to translate those tasks.

Director of Information Services, Bill Marion, added that staff could assist with the over coordination of meeting with the city departments.

Chair Alcorn recommended that by the July 19th meeting that a meeting be planned with at least one city department. He suggested that members of the commission volunteer to create the subcommittee before the end of the discussion item. Commissioners Alcorn, Lam, Ahuja and Bansal will volunteer to serve on the technology subcommittee.

Councilmember Gomez briefly suggested that items such as the city's recreation services catalog, monthly water bill statement and other would be items to consider using technology that would be delivered through the possible use of technology.

Commissioner Ahuja noted that it would be helpful that the subcommittee have an understanding of each of the departments in order provide a workable solution for the end-users. Chair Alcorn added that traditional paper vs. electronic online conveyance do not necessarily translate to a effective system based on his first hand experiences. He also added that commission would finalize the subcommittee as well have city staff schedule a meeting with a city department director to start with interviewing and finding out what processes are currently being used and what future needs could be planned out and what possible solutions could be discovered.

Chair Alcorn added that at the July 19th meeting the commission meeting the commission would like to meeting with either the director of the finance department or possibly the building department to attend that meeting.

Motion to note, receipt and file.

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

3 Milpitas Television Corporation Report.

Vice Chair D. Gupta reported that MCTV programming is now offered 24 hours on channel 26. He added that MCTV has added several summer student interns working with the station manager. The interns are working on learning the equipment and creating new programming for the station.

Commissioner Tran added that MCTV26 was recognized by the Milpitas Chamber of Commerce and was given a plaque for its participation.

Commissioner Bohan reiterated the interest in adding a third PEG access channel. Vice Chair D. Gupta that there are specific requirements that have outlined in the cable franchise agreement with Comcast which have not been attained. Commissioner Bohan was seeking another channel for longer-format programming that would be suitable for lecture-type or academic-type programming. The Vice Chair noted that is would be part of the discussions during the board meeting.

Chair Alcorn commented that kind of programming would be suitable for a new PEG channel that is focused on education.

Motion to note receipt and file.

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

4. May 2010 Information Services Report.

Staff provided a summary of the activities for the information services department.

Staff assisted in the development of a video presentation program for the Milpitas Police department and the Milpitas High

School senior class entitled Every 15 Minutes. Staff produced a video presentation simulating an alcohol related accident and the consequences involved with drinking and driving. The presentation was given to the Milpitas high school senior class of 2010 in May.

At the start of the new fiscal year staff will be addressing replacement of audio video control equipment in the city council chambers as the part of the upgrade and replacement of problematic technology is addressed. Staff is also working on the final installation of data and network equipment for the new Milpitas senior center in preparation for its opening in August 2010.

Work is also being done to replace the outdated WiFi equipment that was installed several years ago throughout numerous city facilities.

Testing is also being done with the CRW building permitting software as well as testing for future use with the planning department. This would allow for electronic submission of plans as well as electronic markup. GIS data technology is also being used to help updated new developments that are currently being brought online by the new residential developments.

Staff is also with updating the city's fire records system for scheduling and use by other city departments that would add flexibility uses outside of the fire department. Upgrades are also been added to scheduling software for fire staffing changes through external hand-held devices.

The city's building maintenance staff is also using new tracking software that will allow for tracking of inventory and scheduling of routine tasks throughout all city buildings.

Chair Alcorn asked of the current state and quality of the city's fiber lines. Staff reported it has tested several fiber lines and added that the quality of the light being transmitted is at its optimum of a 7 kilometer distance. It has also added amplified end equipment to assure the overall quality of the fiber signal to the various locations along that line. The distance starts from the city's public work's department building, on North Milpitas Blvd, to fire station #1 on Main street. Finally, Chair Alcorn asked of the current use of micro-wave communication equipment. Staff noted that it recently replaced equipment that was providing a data link to the Milpitas sports center complex.

Vice Chair D. Gupta asked if the city was getting involved solar power in the future. Staff noted that projects have been considered but due to the size and space requirements that currently there were no opportunities for development and installation at this time.

Motion to note receipt and file.

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

5. Roundtable Discussion

Chair Alcorn commented on the large white satellite dish that was located on Hanson court and that it can be seen from the Able Street overcrossing. Staff added that it was a satellite being tested used and will be removed in the next 30 days to be shipped over seas. The chair asked if photos can be taken of the satellite.

Commissioner Bohan shared with the commissioners a personal signal amplifier that can increase the reception of the city's WiFi reception. The unit would be able to help in improving the signal strength in a home residence.

VIII. Adjournment of Meeting:

Meeting adjourned to July 19, 2010.