

**City of Milpitas
Approved Minutes
Telecommunications Commission
July 16, 2012**

I. Call to Order & Roll Call:

Chair Alcorn called the meeting to order.

Members Present: A. Alcorn, D. Gupta, W. Lam,
K. Bohan, I. Munir, E. Bautista, S. Singh, H. Tran,

I.S. Staff: M. Schwarz, E. Pasion

City Council: A. Polanski

Members Absent: (e), D. Lax

II. Pledge of Allegiance:

The members of the Commission recited the Pledge of Allegiance.

III. Announcements:

Chair Alcorn noted that MCTV will be having an open invitation to all city commissioners to participate in a TV Access commissioners meeting on Thursday, July 19.

IV. Approval of the Agenda:

Motion to approve the agenda as submitted.

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

V. Approval of the Minutes:

Motion to approve the June 18 minutes as submitted.

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

VI. Citizen's Forum:

No comments were made for the record.

VII. New and Continued Business:

1. City Hall VOIP Project Update.

Information Services staff provided an update on the telephone replacement project.

Staff has finalized the overall system design for the new telephone system and a request for proposal document has been published for formal bid responses. The RFP will be available for bid responses to qualified vendors until July 27th after which staff will then review the submitted documents. Selection and approval of a qualified vendor will be made and then submitted for final approval at the second city council meeting in August. Once the telephone equipment has been acquired by the vendor testing and implementation will occur through the month of September. Full implement will be planned for November with a "Go Live" event estimated for December.

The goals will be replace existing telephone functionality and initiate expanded functionality per departmental needs and uses.

Commissioner S. Singh offered to provide his experience in reviewing the proposed new telephone system. He has implemented city of Santa Cruz telephone phone installation and is eager to provide input to the Milpitas telephone project. Staff welcomed Commissioner Singh's offer to provide his input to be a resource to the review group. Commissioner Bautista asked if any videophone functionality will be added to the system. Staff noted that will not be a function of the system at this time.

Chair Alcorn asked of the Milpitas E911 dispatch center. Staff noted that the new equipment will have no involvement yet will have a connection to the E911 dispatch center via the touch panel equipment.

The design and integration of the system will have a greater flexibility in implementation. It will provide staff the tools to improve the overall management of the telephone infrastructure and easily accommodate future updates and changes to the telephone network.

Commissioner N. Gupta asked there were additional funds from the telephone to support Milpitas Community access television. Staff added this was a project that has specific funding to support the city's phone upgrade project.

Motion to note, receipt and file.

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

2. City Hall AV Update

Staff provided an update involving the Milpitas City Hall audio visual equipment upgrade. Staff gave a brief presentation on the city council chamber equipment removal and installation of new audio visual equipment. Staff provided a schedule of project accomplishments and estimated completion dates that the audio visual integrator, PCD of Santa Rosa, is currently working towards completing. Staff feels that the project will be completed as schedule and provide enough time to test the equipment before the first scheduled meeting in August.

Commissioner Bautista asked if the city receiving a recycling benefit value. Staff noted the city is recycling the old audio and video equipment as part of established procedures and process in the disposal of electronic equipment.

Finally, staff reported that during the month of August the third floor video conference room and the first floor committee conference room equipment will be removed and upgraded.

Motion to note receipt and file:

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

3. June 2012 Information Services Report

Staff provided a summary of the activities from the Information Services Department for the month of June 2012.

Staff is working on an improved online plan submittal feature. Staff has created an in-house solution for submitting large file CAD documents that will support multi file types. Staff is waiting for the city's Building department for its approvals and final implementation of the project.

Information Services staff have been adjusting well and maintaining a level of service to all city departments and along with implementing new operational tasks.

Commissioner Bohan asked on the video on demand server implementation and server equipment. Staff added that it was moving away from leased video stream access paid service with Granicus and will implement an in-house video streaming service that would be maintained and supported by information services staff. The new streaming services and equipment will provide cost effective usage on a client end-user basis.

Commissioner D. Gupta would like to see the level of responsibility in the information services management and its current organizational chart. Commissioner Bohan added the Telecom Commission would support the information services group in and promoting technology and its programs. The commission would help in supporting the information services department's autonomy and independence as it continues to support the city. Staff would share the concerns of the commission to city's management group in the commission's goals of strategic development representing the overall growth to all city departments.

The commissioners added that it fully supports the goals and direction of the IS staff and is willing to provide support as needed.

Motion to note receipt and file:

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

4. Round Table Discussion

Chair Alcorn added he was currently working on an old HP Vex computer and needed to find NFS storage to support an old UNIX device.

VIII. Adjournment of Meeting:

Meeting adjourned to Monday, August 20, 2012.