

**City of Milpitas
Unapproved Minutes
Telecommunications Commission
August 20, 2012**

I. Call to Order & Roll Call:

Chair Alcorn called the meeting to order.

Members Present: A. Alcorn, D. Gupta,
N. Gupta, K. Bohan, I. Munir, D. Lax, S. Singh,
H. Tran, H. Nguyen,

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

City Council: A. Polanski

Members Absent: E. Bautista, W. Lam

II. Pledge of Allegiance:

The members of the Commission recited the Pledge of Allegiance.

III. Announcements:

Chair Alcorn welcomed new commissioner Hien Nguyen to the group.

IV. Approval of the Agenda:

Motion to approve the agenda as submitted.

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

V. Approval of the Minutes:

Motion to approve the July 16 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 Telephone System Project Update.

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

Staff has made progress in reviewing vendor responses involving the telephone system replacement program. A recommendation to City Council is planning for September 17.

Commissioner N. Gupta asked if Commission Singh participated in the review. Staff noted that his role would be limited. A vendor check revealed that former employer and installation of a similar lead to conflict of interest. However, Commission Singh would still be a valued resource to the telephone component of the project and serve as an advisor to the project.

Staff is appreciative of Commissioner Singh's involvement to aide in the review process.

Motion to note, receipt and file.

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

2. City Hall AV Update

Staff provided an update involving the Milpitas City Hall audio visual equipment upgrade.

The new audio visual equipment had its initial use on August 8, 2012, at the first city council meeting.

Staff has been working with the audio visual vendor on transitioning to the city's new IP base broadcast equipment. The city's meetings will be streaming live and with a new encoded high definition broadcast signal. Staff has been working on updates and changes to the city council chambers webcast feed and developing new guidelines on saving and publishing the video updates to the city's website.

Staff is also working with the audio visual vendor to replace the council chamber cameras to improve the video picture quality of the broadcast.

Commissioner Bohan asked of the repurposing of city computers for MCTV web streaming uses. Staff added that it would meet with the commissioners and seek what specific equipment needs can be used and repurposed. However, staff needed to review the procedures of “donating” equipment and what parameters are needed to qualify equipment donations.

Chair Alcorn requested clarity on the ownership of the audio visual equipment in the MCTV studios and what obligations are met by the city and the non-profit organization. He suggested that this item be tabled for further discussion at a later meeting.

Motion to note receipt and file:

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

3. July 2012 Information Services Report

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

Staff provided an overview of the IS Department organizational chart from the department’s inception back in early 1998. Over the years, positions were scaled back and staffing levels were reduced, to address the ongoing changes of the city’s technology needs. Staff noted that the added benefit of improved communications technology has made managing the city’s equipment more effective and precise. Staff provided an assessment of the roles and responsibilities that have served the city’s departments over the years.

The commission expressed concern that a smaller group and their coverage of the services could be difficult to sustain over a long duration. Staff noted that all the roles are resources within the information services department have shifted but the level of service to city departments have not dramatically changed. The work being done to support city services and technologies continues and information services staff manages its time and resources to meet

the needs of the city. For example GIS services will not be removed from the department responsibilities as GIS continues to be more of a necessary resource to city departments and online web users. The support of those functions will continue to evolve as newer technologies are put in place to improve the city's flow of information to all its users.

Councilmember Polanski added it is important that adjustments be made to address limited resources. However, the city will continue to address its core-services to the city. The city will be committed to provide the solid plan and provide services with lessen revenue to the city. IS staff has committed provide a solid technology product to all city departments and to the Milpitas community.

Chair Alcorn appreciated the presentation and its clarity overall to the operations of the information services department.

Motion to note receipt and file:

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

4. Round Table Discussion

Commissioner Lax reviewed the MCTV 26 production of its commissioner's television programming. She noted that various city commissioners were invited participate in the video program. She has interviewed the Veteran's commission, Library commission, Senior Advisory commission and Planning Commission. Interviews were done on a one-on-one basis with members from the each of the commissions. MCTV will be producing the final program. Chair Alcorn encourage the telcom commission to get involved with the video project.

Commissioner Bohan expressed his pleasure of the meeting with the group for their ideas and getting feedback and following up. He added that commission should be expressing what telecom does for the Milpitas community. Vice Chair D. Gupta suggested describing the current city's Master Plan in a general discussion as part of the video project.

Commissioner Lax thanked the commissioners for the participation of the project.

To better test the chamber audio speaking cue system, Chair Alcorn suggested to staff to create telecom DIS profile. At the next meeting the commission will then test the speaking cue profile and to see what operational improvements can be suggested.

VIII. Adjournment of Meeting:

Meeting adjourned to Monday, September 17, 2012.