

**City of Milpitas
Unapproved Minutes
Telecommunications Commission
September 17, 2012**

I. Call to Order & Roll Call:

Chair Alcorn called the meeting to order.

Members Present: A. Alcorn, D. Gupta,
S. Singh, E. Bautista, W. Lam, H. Nguyen

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

City Council: A. Polanski

Members Absent: N. Gupta (excused), D. Lax
(excused), H. Tran (excused) K. Bohan, I. Munir,

II. Pledge of Allegiance:

The members of the Commission recited the Pledge of Allegiance.

III. Announcements:

Councilmember Polanski noted that the end of September will be 10th anniversary of Milpitas City Hall. It was at the end of September 2002 when the new Milpitas City Hall was first opened to the community.

IV. Approval of the Agenda:

Chair Alcorn requested that agenda item 1 be continued to another meeting.

Motion to approve the agenda as amended.

M/S D. Gupta/ D. Lam Ayes: 6

V. Approval of the Minutes:

Motion to approve the August 20th meeting minutes as submitted.

M/S D. Gupta / W. Lam Ayes: 6

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 completed the RFP process for the phone project and worked with two phases of the needs assessment of the equipment. In the third phase of the implementation process, the vendor will be involved with the equipment acquisition on behalf of the City.

The current timeline will be to present to the city council for final approval and execute the contract. Staff will then deliver the documents to vendor by Friday, September 21, 2012 for final processing and implementation of the contract for services and equipment.

Commissioner Sigh asked about the design of the telephone system and was it available for review. Staff reported the design of the phone system has already been reviewed and should be available for public review and or comment.

Commissioner Nguyen asked about the value of the pricing of the phone system. Staff reported that pricing was one of many components for criteria selection along with a host of other items including business stability.

Commissioner Bautitsta asked about staff training and ongoing support. Staff noted support and training have been added to the agreement. However, staff will have the ability to reevaluate the needs of the system for future support of the phone system. There will be a complete system administrative training on the new telephone system.

Staff estimates that the new phone system may be operational by January or February 2013.

Motion to note, receipt and file.

M/S D. Gupta / W. Lam Ayes: 6

2. City Hall AV Update

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

The audio visual work has continued at City Hall with the completion of the first floor committee conference room. Staff has tested the operational use of the new equipment in that conference room and is waiting for several minor changes and updates to the equipment.

PCD will commence work on the final conference work located on the third floor. That work will continue through the end of September.

Audio visual components are being evaluated for final completion and review per the project manager's submitted requests to the vendor. A final punch-list will be submitted to PCD addressing any outstanding issues and concerns involving the equipment.

Motion to note receipt and file:

M/S N. Gupta /W. Lam Ayes: 6

3. August 2012 Information Services Report

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

Staff reported that the new telephone project is moving forward and planned and updates to the project will be provide to the commission. Staff continues to work with Santa Clara County on updates to the ECOMM data network with public safety.

On going support continues with the CRW Building data management system. Staff is also updating its GIS zoning data base information to be in compliance with information that was provided by Santa Clara County.

Finally, staff noted that the Community Advisory Commission will be conducting a Town Hall Emergency Preparedness event on October 11, 2012, from 6:30PM and 8:30PM. All city commissioners and Milpitas residents are welcome to attend the event.

Motion to note receipt and file:

M/S D. Gupta / D. Lam Ayes: 6

4. Round Table Discussion

Commissioner Lam participated in the MCTV 26 video production involving city commissioners and he stated that he looks forward to help the Telecom commission.

Chair Alcorn also requested to have the December 2012 meeting on the next agenda for cancelation for the October meeting agenda.

VIII. Adjournment of Meeting:

Meeting adjourned to Monday, October 16, 2012.