

**City of Milpitas  
Approved Minutes  
Telecommunications Commission  
January 26, 2015**

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**I. Call to Order & Roll Call:**

Telecom Chair Dinesh Gupta called the meeting to order.

Members Present: D. Gupta, W. Lam, A. Bao (Alt 1),  
E. Bautista, N. Gupta, A. Alcorn, K. Bohan, S. Tang (Alt2)

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

City Council: G. Barbadillo (e)

Members Absent: I. Munir, H. Tran (e), S. Singh (e)

**II. Pledge of Allegiance:**

The members of the Commission recited the Pledge of Allegiance.

**III. Announcements:**

Staff introduced newly appointed Alternate2 Commissioner Stephan Tang to the group. Commissioner Bao was promoted to Alt 1 and Commissioner Ernesto Bautista to Regular member.

Staff also introduced newly elected city council liaison Garry Barbadillo to the group. He was not present and was at home sick with a cold.

**IV. Approval of the Agenda:**

Motion to approve the agenda as submitted.

M/S                      N. Gupta / A. Alcorn                      Ayes: 7

**V. Approval of the Minutes:**

Motion to approve the minutes for September 15, 2014.

M/S                      N. Gupta / A. Alcorn                      Ayes: 7

**VI. Citizen's Forum:**

No comments made from the public.

**VII. New and Continued Business:**

1. Annual Selection of Chair and Vice Chair

The nomination for Telecom Commission Chair was opened.

Commissioner D. Gupta nominated Commissioner Albert Alcorn as Chair. There were no other nominations. The commission unanimously elected Albert Alcorn as Chair for 2015.

Commissioner K. Bohan nominated D. Gupta as Vice Chair. There were no other nominations.

Commissioner D. Gupta was unanimously selected by the commission to serve as Vice Chair on the Telecom Commission for 2015.

## 2. Update App. Development

Staff presented an updated on new application developments for the city's departments.

The new mobile application development continues with Android application on going for next month.

Odor reporting increasing and continues to be a major issue with the Milpitas community and city council.

Commissioner Bautitsa noted that the Android application may increase usage of the City's mobile application that is currently available for the Apple iOS platform.

M/S W. Lam / N. Gupta / Ayes: 7

## 3. November & December 2014 Monthly Reports

Staff provided updates on the monthly reports for November and December 2014.

Staff noted that development of combined online document search into single system. The service would be used for heavy users of the city such as the police and fire departments.

Staff is planning for the next upgrade to the City's VOIP telephone system. Staff has already conducted a firmware update to the telephone system with no issues during the deployment.

Staff is addressing Windows XP operating system transition. Microsoft will no longer provide support to the operating system as of last spring. Information Services staff is actively replacing all city departments PCs with new Windows OS 7 or 8 computers. Completion for replacement is scheduled for July 2015. Chair Alcorn asked of the rollout of MS OS 10. Staff noted that it is looking at the costs of such an upgrade license. Commissioner Bohan asked about the cost comparison of such a large OS purchase. Staff noted that it did do a cost review of the Microsoft Office licensing package.

Staff provided training on Virus/Malware email exposure to citywide email messages. City employees were given direction on what to look for when opening suspect message on city computers. This is an on going program and education of all city staff will be tested to beware of suspicious email message that can harm the City's network infrastructure.

Staff is currently working on a draft request for proposal (RFP) bid for an alternate operator to oversee the MCTV studio operations. The RFP would need input from the commission involving vendor responses and community participation. Staff is currently in an information gather stage and is seeking input from associated groups involving MCTV.

Commissioner Bohan expressed MCTV's perspective for the community organization. He was concerned with the possible involvement of outside groups, non-Milpitas organizations, will be bidding on an RFP to manage the cable studio operations. He urged that local (Milpitas) nonprofits be considered to run the organization to operate the studio. He does not support outside agencies and running the studio operations. He sought out the involvement of former Milpitas vice Mayor Althea Polanski as possible supporter and for guidance on the issue. Staff reported that a draft outline will be development by March and will seek input from the commission and then city council members.

Vice Chair D. Gupta recommended greater involvement of community before any draft or final recommendation is made to the commission or city council.

Commissioner Lam suggested a meeting with MCTV Board with the Telecom Commission. Staff will be reviewing a meeting time and date. Commissioner Bohan noted the concept of community and democracy should not be bundled with RFP for review.

Commissioners W. Lam motioned to the set up a meeting with the MCTV board and the Telecom Commission to determine the needs of the draft request of proposal document.

M/S                      W. Lam / N. Gupta /      Ayes: 7

Staff reported that it's reviewing the City's website look and design. It is working on a new direction and new image update/upgrade. Staff has visited other nearby cities who have redesigned or in the process of rebuilding their city web sites with improved graphics and layouts for visit user. The web sites are also being designed to better accommodate smart phone and tablet users. Staff is also seeking direction and use of social media applications as part of the new integration. A city policy has been drafted for city departments to utilize applications like Facebook, Instagram, and Twitter as part of its outreach and input programs. Staff will also be looking at the use of social media applications, like Face Book, Instagram and Twitter, to better gather user input that can then used by city departments to improve customer services.

Staff is seeking the Commission's guidance and input for these projects.

The Commissioners requested to continue discussion of the city's web development for February meeting agenda.

Motion to note, receipt and file.

M/S                    N. Gupta / D. Gupta     Ayes: 7

#### 4. Round Table Discussion

Chair Alcorn requested the commissioners to volunteer a discussion item for the agenda for research. Chair Alcorn volunteered the topic of semiconductor fast Gigabyte technology for the next month's meeting: Future of networking for 100 gigabyte technology and beyond.

The commission requested an update and summary of MCTV items for discussion for monthly agenda. Staff will provide input and updates to the commission.

#### **VIII. Adjournment of Meeting:**

Next meeting will be Monday, February 23, 2015, at Milpitas City Hall.