I. Call to Order & Roll Call:  
Telecommunications Commission Chair Albert Alcorn called the meeting to order.  

Members Present: A. Alcorn, D. Gupta, R. Shaw, S. Bilgrami, N. Gupta, W. Lam, V. Mathur, and H. Tran  

City Council: A. Gomez  

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

Members Absent: I. Munir, S. Bansal,  

II. Pledge of Allegiance:  
The members of the Commission recited the Pledge of Allegiance.  

III. Announcements:  
Staff announced that Commissioners Munir and Bansal were excused from attendance for the July 16 meeting.  

IV. Approval of the Agenda:  
Motion to approve the agenda as submitted.  

M/S  N. Gupta / R. Shaw  Ayes: 8  

V. Approval of the Minutes  
June 18, 2007  

Motion to approve the minutes as amended.  

M/S  N. Gupta / S. Bilgrami  Ayes: 8  

VI. Citizen’s Forum  
No comments made for the record.  

VII. Continued-New Business:  

1. Telecom Master Plan Review.  
Staff provided the commission with a proposed meeting date of Saturday, July 28th, to review the city’s telecommunications master plan document. The work session would be held in the commission conference room at city hall.  

The commissioners requested for another meeting date citing conflicts with vacation schedules with several of
the members. They requested that the item be brought back for discussion at the August commission meeting.

Motion to note receipt and file.

M/S N. Gupta / R. Shaw Ayes: 8

2. MCTV Staff Meeting.

Information Services Director, Bill Marion, reiterated the rules of conducting a public meeting as per the Brown Act and that a meeting of a quorum, five or more commission members, requires proper notification for a public meeting as normally done for the commission’s monthly meeting.

Commissioner D. Gupta reported on the revisions on submitting programs through the MCTV’s website and its associated forms for providing information on a submitted program. Commission Tran noted that volunteers would be needed to review foreign language programs and requested other commissioners to help in reviewing and appeal process.

Commissioner Bilgrami reported on the website functionality and email issues. He noted that other cities are using a video downloads via You Tube to review programming and content. This method could be helpful in reviewing programming submitted by video producers. He suggested that the video producer upload submitted videos, themselves, for review by the commission. Commissioner D. Gupta noted that a form detailing the programs content will also be required as part of the video review process.

The commission asked Drew Kutlik, Magic Wave Productions, what other public access studios do to review video programs. He noted that typically that reviewing of video programs is very minimal unless there is a controversial matter associated with it. Even then, the program will still be shown at a later time in the evening. Typically, public input will give direction as needed regarding controversial programs.

Commissioner D. Gupta noted that additional training would continue with other commissioners. Chair Alcorn noted that he could train the other members on the scheduling program for the cable studio.

Commissioner Tran suggested that program submissions be in the specified MPEG-2 format to helping the transfer of video program on to the video server. He thanked staff for assisting in the process.

Chair Alcorn asked of the capabilities of editing video programs for the cable channel. Mr. Kutlik noted that there are numerous Windows-based software packages
that can be used for the studio at varying degrees of cost and its associated storage capacities. Staff noted that it is awaiting the delivery of funds from Comcast for this fiscal year. Chair Alcorn asked on the studio status. Mr. Kutlik noted that he is currently working on establishing the audio connections and video camera controls for live-to-tape studio recordings. Eventually, the studio recorded videotape would be “ingested” on a separate video sever dedicated for postproduction editing. In the meantime, the commission will need to consider software to purchase whiles other components and features of the studio are currently being addressed and worked on. He also reiterated that the committee conference room is fully connected to videotape public gatherings and meetings and is fully functional to move the studio equipment over to cover a meeting or public event.

Chair Alcorn noted that the future funding should be reviewed for purchase of additional video production equipment. He asked if the city’s wireless network can be use to broadcast live events. Staff noted it is still waiting for Comcast for the additional funds for this year and the city’s wireless network was not designed to deliver real-time broadcast video and could not handle the delivery time associated with a broadcast video transmission.

Mr Kutlik noted that wireless broadcasting would require additional research and planning to accommodate remote broadcast capabilities which the studio is currently not set up to do.

Motion to note receipt and file.

M/S N. Gupta / V. Mathur Ayes: 8


Bill Marion, Information Services Director reported on the several items for the months of June 2007.

Staff noted that the city’s public safety vehicles are operating on the Earthlink’s WiFi data network providing continuous wireless coverage in the Milpitas area.

ABAG is offering grant funding to assist in reducing liability in responding to service calls. The city plans to apply for this funding to aid in upgrading its data and communications equipment for public safety.

Information Services is also helping in acquiring data equipment to covert and manage documentation for the police department.

Staff is also aiding in with the city’s building department for its interactive voice recognition system for scheduling building inspection appointments. Staff also assisted
with the city’s human resources department and fire
department with it recent firefighter recruitments.

Finally, the city’s website continues to receive visits to
various sections of the site totaling over 100,000 hits.

Motion to note receipt and file.

M/S N. Gupta / V. Mathur Ayes: 8

4. Round Table Discussion

No comments made for discussion from the commission.

VIII. Adjournment of Meeting

The Commission adjourned the meeting to Monday,
August 20, 2007.

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