City of Milpitas  
Unapproved Minutes  
Telecommunications Commission  
March 18, 2013

I. Call to Order & Roll Call:  
Chair D. Gupta called the meeting to order.

Members Present:  
D. Gupta, H. Tran, W. Lam, S. Singh, D. Lax, N. Gupta,

I.S. Staff:  
M. Luu, D. Bialczak

City Council:  
A. Polanski

Members Absent:  
A. Alcorn, H. Nguyen, I. Munir, K. Bohan, E. Batista

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

III. Announcements:  
No announcements made for the record.

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

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

V. Approval of the Minutes:  
Motion to approve the February 18, 2013 minutes as submitted.

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

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

VII. New and Continued Business:

1. VOIP UPDATE.

Staff provided a update on the new phone system. Information Services staff will be conducting two days of citywide staff training during the first week of April 2013. The new phone system will be fully launched on Monday, April 8, 2013. Staff will be deploying the new phone equipment in advanced of the April 8 start date.

Chair D. Gupta noted that the next meeting will be held at the Milpitas Public Works / Information Services Department and the commission will be given a full hands-on demonstration on April 15, 2013.

Commissioners Tran asked staff what are the savings to the city. Staff noted that it would provide detailed information on the savings to the equipment and to the city once the project has been completed.
Chair D. Gupta asked of the ongoing cost long term to support and maintain the Cisco operational software. Vice Chair Singh added that the nature of I.P. technology will continue to evolve over the time and the need to keep the Cisco software updated and compliant is very necessary for the long term use of the new phone system. He also added that the user is getting more than just a phone.

Commissioner Lax asked what plans are in place for software upgrades to the new phone system. Staff noted that it is dependent on what version of software is made available and is supported by Cisco. Commissioner Lam asked what the overall benefit to the everyday user of the city employee to new software upgrades. Staff noted that it is necessary a part of the long term use and technology growth of the new phone system. Staff also noted that it will eventually need to evaluate what serves the needs of the city’s operation and the overall cost benefit to the city.

Chair D. Gupta asked that at the April 15 commission meeting that they be given a introduction of a few of the advanced features that will be rolled out over time to the various city departments and city staff.

Note, receipt and file

M/S H. Tran / D. Lax Ayes: 6

2. February 2013 Information Services Report

Staff provided a summary of the activities from the Information Services Department for the month of February 2013.

Staff noted that it had worked with Comcast in replacing and repairing the cable 15 and 26 fiber communications box. A loaner was provided by Comcast while the city’s fiber unit was repaired.

Staff also noted that it would be testing an online testing program that would be used by the city’s human resources department.

Testing of an online timesheet submittal program will start with the information services department staff testing program.

Staff is also testing tablet technology for building inspectors to use for on location building submittals and that will aide in the delivery of construction permits.

Commissioner Lax asked about the online time sheet and possible schedule management programs. Staff noted that function is handled by each department differently. Staff is reviewing possible solutions that may be able to serve as a workable solution.
Staff also noted that it will be meeting with the top four GIS manager candidates that would be eventually make a selection and make the recommendation to the city manager.

Motion to note, receipt and file.

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

3. Round Table Discussion

Commission Lax asked about the current Wi-Fi support for the citywide free service. Staff reported that it is currently supported by the city with an existing use agreement with the nonprofit group Silicon Valley Unwired. The commission asked to know when the use agreement with Silicon Valley Unwired is scheduled to expire and if a formal review is needed.

Chair Gupta also requested that at the May 20th commission meeting that the aforementioned discussions items be formally placed on the agenda for that meeting.

Commissioner Singh asked how the commissioners are reviewed. Vice Mayor Polanski reported that the Milpitas City Council reviews all the city commissions for their progress and development.

VIII. Adjournment of Meeting:

Meeting adjourned to Monday, April 15, 2013.