

**City of Milpitas
Approved Minutes
Telecommunications Commission
June 18, 2012**

I. Call to Order & Roll Call:

Chair Alcorn called the meeting to order.

Members Present: A. Alcorn, D. Gupta, W. Lam,
K. Bohan, D. Lax, I. Munir, E. Bautista

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

City Council: A. Polanski

Members Absent: N. Gupta (e), H. Tran (e), S. Singh

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. Gupta / D. Lax Ayes: 5

V. Approval of the Minutes:

Motion to approve the May 21 minutes as submitted.

M/S D. Gupta / D. Lax Ayes: 5

VI. Citizen's Forum:

No comments were made for the record.

VII. New and Continued Business:

1. City Hall VOIP Project Update.

Information Services staff provided an update to the commission on the status of the replacement of the city's telephone system and equipment.

The city wide telephone upgrade project is on schedule and an RFP packet will be submitted shortly. Staff is specifically outlining known VOIP equipment and brand specifications for the selection criteria with an overall package that will meet the needs of the city departments and end-users.

Chair Alcorn asked about a status for the July commission meeting. Staff noted that it would update on the overall VOIP network. It anticipates having a formal presentation for approval of a contract by the first meeting of the city council meeting on August 7th.

Motion to note, receipt and file.

M/S D. Gupta / D. Lax Ayes: 5

2. May 2012 Information Services Report

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

AV installation in progress with the completion of the human resources, building department, closes session, engineering, city manager and finance conference rooms. PCD is currently remodeling the fourth floor conference with a completion of June 26. The city council chambers will be scheduled remodeling at the end of June through the month of July.

Building department has planned for the integration for electron submittals for the end-user allowing for greater flexibility and faster reviews by the city to its customers

The city will be adding annual inspections to the city's GIS data base documentation for future inspection work for the field inspectors.

The information service staff will continue its operations with Alan Rich, as interim IS manager for the group. Matthias Schwarz will be liaison to the commission on the telephone project and monthly report.

Motion to note receipt and file:

M/S D. Gupta / D. Lax Ayes: 5

3. City Hall AV Update

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

AV installation in progress with the completion of the human resources, building department, closed session, engineering, city manager and finance conference rooms. PCD is currently remodeling the fourth floor conference with a completion of June 26. The city council chambers will be scheduled remodeling at the end of June through the month of July.

City Council chambers will be thoroughly tested prior to its first meeting on August 7th. Staff plans a full function test on the council chamber audio visual equipment before the first meeting in August. Once PCD has completed the council chambers system they will work on the first floor committee conference room and finally the third floor video conference room.

Motion to note receipt and file:

M/S D. Gupta / D. Lax Ayes: 5

4. Round Table Discussion

No comments made for the record.

VIII. Adjournment of Meeting:

Meeting adjourned to Monday, July 16, 2012.