City of Milpitas
Unapproved Minutes
Telecommunications Commission
September 17, 2018

I. Call to Order & Roll Call:

Chair Albert Alcorn called the meeting to order at 7:15 P.M., Monday, September 17, 2018.

Members Present: A. Alcorn, D. Gupta, K. Bohan, W. Lam, H. Tran, S. Singh, N. Gupta, A. Bao, E. Bautista, R. Choudhury (Alt2), J. Hallera (Alt1),

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

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 / W. Lam Ayes: 9

V. Approval of the Minutes:

Motion to approve the minutes for August 20, 2018

M/S D. Gupta / W. Lam Ayes: 9

VI. Citizen's Forum:

No comments made from the public for the record.

VII. New and Continued Business:

1. August 2018 Monthly Report

Staff reported on the projects and activities in progress for the month of August 2018 for the following items;

- Communications network upgrade request for proposal
- Continued work on the police department records management system
- Building department e-plan work with CRW permitting system
- Completed the Small Cell design and permitting guidelines
- Patch management software and reverse DNS software
- Evaluating email and office applications to the cloud

Commission Singh as of the vendor for the DNS software. Staff noted the vendor is still being reviewed for city council approval. He asked that the commission be given an update to the project.

Commission N. Gupta asked about the status of the city's WiFi network. Staff noted that has not selected a WiFi vendor. The new direction will be to address the Small Cell network expansion.

Chair Alcorn asked about the virtual server project. Staff added it is still transitioning servers.

Motion to note, receipt and file.

M/S N. Gupta / A. Bao Ayes: 9

2. Work Plan Discussion to City Council

Staff reported to the commission that it needs to schedule a future presentation date on the commission's work plan on their goals and activities. The deadline for is February 5, 2019. The commission will need to plan for a city council meeting date to present their work plan.

Chair Alcorn was concerned of the time needed to develop a work plan for to city council. Staff commented the presentation would be similar in format as in past reports to city council.

Staff provided the current city council meeting dates for 2018 and 2019. The commission selected to present to city council on February 5, 2019.

Motion to note, receipt and file.

M/S D. Gupta / E. Bautista Ayes: 9

3. Small Cell Guideline Update

Staff reported on the City's design and permit processing guidelines for small cell network deployment within Milpitas. Copies of the guidelines were distributed to the commissioners and staff provided a summary of the document. Staff added that the new technology developments of 5G cellular communications will rely heavily on the expansion of the cellular carriers existing network to support to this growth. The introduction of small cellular network is being supported on the state and federal levels for implementation which leaves local cities to determine the cost involved to the charge for the use of city right of way and in particular the use of the city owned light poles. Milpitas has reviewed the growing requests, from other cities such as San Jose, to the allow carriers to use city owned light poles. The city has developed a plan seeking compensation and engineering for use of these city owned utilities wherein the city may charge $280 per city owned light pole for use by each telecommunications carrier interested in operating a small cell network in the Milpitas area.

The commissioners asked of the operational standards of the small cell technology and whether the existing WiFi antennas could be used in this project. Staff noted that the technology met FCC technology standards to operate safely in an outdoor environment and that the previous city operated WiFi technology does not meeting the new 5G small cell technology requirements. Staff noted that commissioners can find the information available online and would provide a link to the information for the commission's request.

Motion to note, receipt and file.

M/S N. Gupta / D. Gupta Ayes: 9

4. Brainstorming and Goal Setting Cont.

Vice Chair Dinesh Gupta continued the planning discussion involving brainstorming and future goals list.

Commissioner Hai Tran presented to the commissioners a proposal requesting the mayor and city council to approve funding support for external activities such as the creation of outreach materials and information flyers, attending technology seminars and industry events outside of the city, purchase of technology equipment and subscription to industry media publications. He suggested a funding budget of $30,000 annually that would be presented to city council for consideration and requested staff assistance and input from the councilmember Barbadillo on the recommendation. He cited other city commissions that also have some form of an operational budget. Commissioner Bohan added it would be best to see what other city commissions are also getting as of funding. Staff noted that city goes through an annual planning process for the next fiscal year along with mid-year budget adjustments to support on-going city services and programs. Vice Chair Gupta recommended that a subcommittee be formed. Commissioners Tran, Bautista and Bao agreed to work as a subcommittee on this item.

There was a motion to form a subcommittee for an operational budget.

M/S N. Gupta / D. Gupta Ayes 9

Vice chair Gupta continued with the development of goal setting and the creation of a new technology plan that would replace the existing five-year master plan document that has been discussed in the past. He advised the commission of the timeline and the items needed to report back to the commission with a new five-year master plan for summer of 2019.

Chair Alcorn presented his report on the transition of analog and digital radio communications technology and radio modulation frequency. He presented the specific differences and advantages that are forthcoming to the city's public safety users and how the new digital radio communications will integrate with the rest of Santa Clara County's emergency communications network and the rest of the bay area agencies in the coming months and years. He also added that this digital radio technology is being used and continually updated to achieve optimal performance requirements for its user around the bay area.

Motion note, receipt and file

M/S N. Gupta / H. Tran Ayes: 9

Vice Chair Gupta concluded that item with a recommendation for a brief progress report from commission volunteers for the October 15 meeting and start planning for the commission presentation in February 2019

Motion to note, receipt and file the presentation.

M/S N. Gupta / D. Gupta Ayes: 9

5. Commission Title Change Discussion

Chair Alcorn requested clarity on the matter of the commission's title change and noted that the city's website has already changed the title of the commission to Science, Technology, and Innovation Commission. He asked that the commission be given an update and input from councilmember Barbadillo that the next commission meeting in October. He asked for the commissioners input on the matter title change of the commission. Vice Chair Gupta needs more input from the councilmember Barbadillo.

Commissioner Bohan good work and expanded topic discussion. Get more people involved and more interested topics to the table.

Commission Tran noted that name change has already been in place on the city's website.

Staff noted that the city council subcommittee continuing to work on a commissioner handbook for the city and it has not been finalized as of yet. The new changes has been put in place for the time being.

The commission were split on the title change and that the area of technology to be discussed is wide and varied. Chair Alcorn suggested that item be discussed for the October 15 meeting.

Motion to note, receipt and file.

M/S N. Gupta / D. Gupta Ayes: 9

6. Round Table Discussion

No discussion items made from the commissioners.

VIII. Adjournment of Meeting:

Chair Albert Alcorn adjourned the commission meeting at 8:20 P.M., Monday, September 17, 2018

The next scheduled commission meeting will be 7:00 PM Monday, October 15, 2018.