

# CITY OF LOS ALAMITOS

3191 Katella Avenue  
Los Alamitos, CA 90720

## AGENDA CABLE TELEVISION COMMISSION SPECIAL MEETING

Monday, January 12, 2015 – 4:00 PM

### NOTICE TO THE PUBLIC

This Agenda contains a brief general description of each item to be considered. Except as provided by law, action or discussion shall not be taken on any item not appearing on the agenda. Supporting documents, including staff reports, are available for review at City Hall in the City Clerk's Office or on the City's website at [www.cityoflosalamitos.org](http://www.cityoflosalamitos.org) once the agenda has been publicly posted.

Any written materials relating to an item on this agenda submitted to the Cable Commission after distribution of the agenda packet are available for public inspection in the City Clerk's Office, 3191 Katella Ave., Los Alamitos CA 90720, during normal business hours. In addition, such writings or documents will be made available for public review at the respective public meeting.

It is the intention of the City of Los Alamitos to comply with the Americans with Disabilities Act (ADA) in all respects. If, as an attendee, or a participant at this meeting, you will need special assistance beyond what is normally provided, please contact the City Clerk's Office at (562) 431-3538, extension 220, 48 hours prior to the meeting so that reasonable arrangements may be made. Assisted listening devices may be obtained from the City Clerk at the meeting for individuals with hearing impairments.

Persons wishing to address the Cable Commission on any item on the Commission Agenda will be called upon at the time the agenda item is called or during the Commission's consideration of the item and may address the Cable Commission for up to three minutes.

#### 1. CALL TO ORDER

#### 2. ROLL CALL

Commissioner Clayton  
Commissioner Hammond  
Commissioner Singer  
Commissioner Underwood  
Student Volunteer Ellison

#### 3. ORAL COMMUNICATIONS

At this time any individual in the audience may address the Cable Television Commission and speak on any item within the subject matter jurisdiction of the Commission. Please state if you wish to speak on an item on the Agenda. Remarks are to be limited to not more than five minutes.

#### 4. ELECTION OF OFFICERS

A Chairperson and Vice chairperson shall be elected at the first regular meeting in the month of January. Election shall be by a majority vote cast by those commissioners present and voting at the meeting at which the election is held. Officers shall assume office immediately. Any vacancy in office shall be filled at the next regularly scheduled meeting. (Ord 555 § 1 (part), 1992; Ord 486 § 2 (part), 1986)

5. **PRESENTATIONS**

None

6. **MINUTES**

Approval of the minutes for the Cable Television Commission meeting of December 11, 2014.

7. **DISCUSSION ITEM**

**A. Requests from December 11, 2014 Meeting**

During the November 13, 2014, the Cable Commission agenized four items for discussion. While Item 1 was discussed at the December 11, 2014 meeting, the commission requested that the issue be re-agenized for further discussion at the January meeting. Items 2, 3 and 4 are being returned for discussion. The City Manager will provide a verbal update on those requested items.

1. Continue discussion regarding timing, frequency, location, and cancellation of Cable Commission meetings and provide direction. (Attachment 1)
2. Discuss and provide direction regarding an alternate studio management plan. (Attachment 2)
3. Discuss and provide direction regarding training and workshop outreach and ongoing volunteer programs to address Chamber, studio, server, and playback operations.
4. Discuss and provide direction regarding monthly review of expenditures and revenues impacting Fund 28. (Attachment 3)

**Recommendation:** Discuss and provide direction to Staff as appropriate.

8. **COMMISSIONER REPORTS**

9. **ADJOURNMENT**

The next Special meeting of the Cable Commission is scheduled for Thursday, February 12, 2015, at 4:00 PM in the City Council Chamber Conference Room.

I hereby certify under penalty of perjury under the laws of the State of California that the foregoing Agenda was posted at the City Hall, Community Center, and Museum not less than 72 hours prior to the meeting. Dated this 8<sup>th</sup> day of January 2015.

  
\_\_\_\_\_  
Bret M. Plumlee  
City Manager

# MINUTES OF CABLE TELEVISION COMMISSION SPECIAL MEETING

CITY OF LOS ALAMITOS  
3191 Katella Avenue  
Los Alamitos, California 90720

December 11, 2014

## 1. CALL TO ORDER

A Special meeting of the Cable Television Commission was called to order at 4:00 PM on December 11, 2014, in the Council Chambers Conference Room, 3191 Katella Avenue, Los Alamitos, Vice Chair John Underwood presiding.

## 2. ROLL CALL

**Present:** Commissioners Clayton, Hammond, Underwood  
Student Volunteer Ellison  
**Absent:** Commissioners Jempsa  
**Present:** Staff Bret Plumlee, City Manager  
Chelsi Wilson, Executive Assistant

## 3. ORAL COMMUNICATIONS

None

## 4. PRESENTATIONS

None

## 5. MINUTES

Approval of the minutes for the Cable Television Commission meeting of November 13, 2014.

### **MOTION: Clayton/Underwood**

Motion unanimously carried to approve the November 13, 2014 Cable Television Commission meeting minutes.

**Ayes:** Clayton, Hammond, Underwood  
**Nays:** None  
**Absent:** Jempsa  
**Abstain:** None

## 6. A. Request from November 13, 2014 Meeting

Vice Chair briefly summarized the issues related to item 1 within the staff report. The Cable Commission meeting time should change to 7 PM to permit members of the public to attend.

Commissioner Hammond stated that meetings should not be cancelled for any reason, even when lacking a quorum, to permit the members of the public to express their opinions.

Commissioner Clayton stated that the commission has never received emails, messages, or mail showing any indication that the public would like to provide input related to LATV Studio operations.

Discussion ensued on which day of which week the commission should move their meetings. City Manager Plumlee stated that City Council meetings are held the third Monday of each month, therefore all items, issues, and requests for Council consideration must be prepared, written and assembled at least one week, and preferably two weeks, before the Council meeting.

Commissioner Clayton suggested that it might be considerate to include the newly appointed commissioner, Elliott Singer, to provide input prior to establishing a new meeting day and time. [Mr. Singer will be sworn in at the January meeting.]

Student Volunteer Ellison stated that students with busy schedules, after school programs, sports, and homework might find a 7 PM meeting easier to attend.

Commissioner Hammond stated that meetings should be held twice a month. City Manager Plumlee replied that staff resources could not accommodate this request.

**MOTION: Hammond/Underwood**

Motion carried to request City Council consideration for a resolution allowing Cable Commission meetings to be held on the first Tuesday of the month at 7 PM.

**Ayes: Clayton, Hammond, Underwood**  
**Nays: None**  
**Absent: Jempsa**  
**Abstain: None**

Commissioner Clayton restated his objections to monthly meetings; bi-monthly meetings are sufficient. He suggested the commission begin the New Year in a spirit of agreement and unity.

Commissioner Hammond restated his reasons for never cancelling a meeting, even when lacking a quorum; the public needs a forum to express their opinions.

Commissioner Clayton suggested that Commissioner Hammond create an alternative forum to encourage public expression; however he can't recall any interest or demand by the public to express opinions concerning local cable stations.

City Manager Plumlee restated the fact that if the commission does not have a quorum, they cannot meet.

City Manager Plumlee reported that staff distributed the RFQ to six qualified applicants. The City will analyze the proposals received and submit a recommendation to the Council.

**SECOND MOTION: Hammond/Underwood**

Motion to request City Council consideration for a resolution allowing Cable Commission meetings to be held on a monthly basis died for lack of a quorum vote.

**Ayes: Hammond, Underwood**  
**Nays: Clayton**  
**Absent: Jempsa**  
**Abstain: None**

Vice Chair Underwood restated his issues detailed within item 2 of the staff report.

**Commissioner Clayton excused himself from the meeting at 5:00 PM.**

Commissioner Hammond wanted to continue discussing the issues contained within the staff report.

City Manager Plumlee explained that Commissioner Clayton's departure necessitated the immediate adjournment of tonight's meeting, as they were now lacking a quorum.

\*\*\*\*\* END STAFF REPORTS \*\*\*\*\*

7. **COMMISSIONER REPORTS**

None

8. **ADJOURNMENT**

Due to a lack of a quorum, the Cable Television Commission meeting was adjourned at 5:12 PM.

The next Special meeting of the Cable Television Commission is scheduled for Thursday, January 8, 2015, at 4 PM, in the City Council Chambers Conference Room.

\_\_\_\_\_  
John Underwood, Vice Chair

ATTEST:

\_\_\_\_\_  
Bret Plumlee, City Manager



# City of Los Alamitos

## Cable Television Commission

### Agenda Report Staff Report

January 12, 2015  
Item No: 7A

**To:** Members of the Cable Television Commission

**From:** Bret M. Plumlee, City Manager

**Subject:** Requests from December 11, 2014 Meeting

**Summary:** At the November 13, 2104 meeting, the Cable Commission agenized four items for discussion. Item 1 was discussed at the December 11, 2014 meeting and is being returned for further discussion, along with the other three items. The City Manager will provide a verbal update on those items.

**Recommendation:** Discuss and provide direction to Staff as appropriate.

### Background

The Cable Commission has requested the following four items be discussed at the December agenda.

- 1) Continue discussion regarding timing, frequency, location and cancellation of Cable Commission meetings and provide direction.
  - In March 2007, the City Council adopted Resolution 2007-07, establishing Cable Commission bi-monthly meetings to be held at 7 PM on the third Wednesday of January, March, May, July, September, and November. (Attachment 1.)
- 2) Discuss and provide direction regarding an alternate studio management plan.
  - Staff will seek clarification from the Cable Commission, with discussion to include a memorandum provided by Commissioner Underwood. (Attachment 2.)
- 3) Discuss and provide direction regarding training and workshop outreach and ongoing volunteer programs to address Chamber, studio, server, and playback operations.
  - Staff will seek clarification from the Cable Commission to determine the scope of this item and how the Cable Commission wishes to proceed.

4) Discuss and provide direction regarding expenditures and revenues impacting Fund 28. (Attachment 3.)

- Staff will discuss Attachment 3.

## **Fiscal Impact**

None

Submitted By:



Bret M. Plumlee  
City Manager

*Attachment:*

1. *Resolution 2007-07*
2. *Email from Vice Chair Underwood, dated September 16, 2014*
3. *Fund 28 – Year-to-Date Activity (as of 12/31/14)*

## RESOLUTION NO. 2007-07

**A RESOLUTION OF CITY COUNCIL OF THE CITY OF  
LOS ALAMITOS ESTABLISHING THE DUTIES AND  
RESPONSIBILITIES FOR THE LOS ALAMITOS CABLE  
TELEVISION COMMISSION**

**WHEREAS**, City Council of the City of Los Alamitos has introduced Ordinance No. 07-02 establishing a Cable Television Commission in the City of Los Alamitos; and,

**WHEREAS**, pursuant to Ordinance No. 07-02, the City Council has the power to set the Commission duties and responsibilities by City Council Resolution; and,

**WHEREAS**, the City Council of the City of Los Alamitos wishes to set forth the duties and responsibilities of the Los Alamitos Cable Television Commission.

**NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF LOS ALAMITOS DOES RESOLVE AS FOLLOWS:**

**SECTION 1.** The City Council of the City of Los Alamitos, California, finds that the above recitals are true and correct.

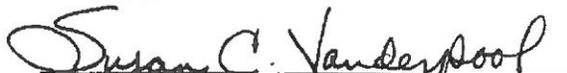
**SECTION 2.** The Los Alamitos Cable Television Commission shall meet bimonthly at the appointed dates and times as set forth in Exhibit A to this resolution.

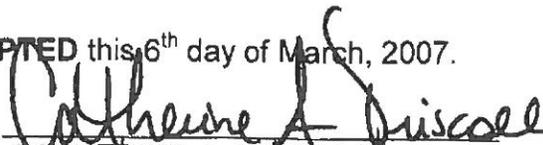
**SECTION 3.** The City Council of the City of Los Alamitos empowers the Los Alamitos Cable Television Commission with the duties and responsibilities as set forth in Exhibit B to this resolution.

**SECTION 4.** The City Clerk shall certify as to the adoption of this Resolution.

**PASSED, APPROVED, AND ADOPTED** this 6<sup>th</sup> day of March, 2007.

ATTEST:

  
Susan C. Vanderpool, City Clerk

  
CATHERINE A. DRISCOLL, Mayor

APPROVED AS TO FORM:

  
Dean Derletti, City Attorney

STATE OF CALIFORNIA )  
COUNTY OF ORANGE ) ss  
CITY OF LOS ALAMITOS )

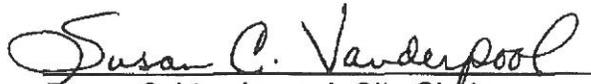
I, Susan C. Vanderpool, City Clerk of the City of Los Alamitos, do hereby certify that the foregoing Resolution was adopted at a regular meeting of the City Council held on the 6<sup>th</sup> day of March, 2007, by the following vote, to wit:

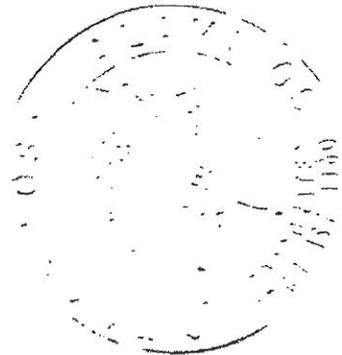
AYES: COUNCILMEMBERS: Parker, Mejia, Edgar, Grose & Driscoll

NOES: COUNCILMEMBERS: None

ABSTAIN: COUNCILMEMBERS: None

ABSENT: COUNCILMEMBERS: None

  
Susan C. Vanderpool, City Clerk



**EXHIBIT A  
MEETING DAYS AND TIMES**

**Los Alamitos Cable Television Commission Meeting Times**

The Los Alamitos Cable Television Commission shall meet bimonthly on the third Wednesday of the following months: January, March, May, July, September, and November at 7 p.m. in the Los Alamitos City Council Chambers.

**EXHIBIT B**  
**COMMISSION DUTIES AND RESPONSIBILITIES**

The City Council of the City of Los Alamitos empowers the Los Alamitos Cable Television Commission to:

1. Make recommendations regarding Los Alamitos community cable television programming and broadcast standards.
2. Establish guidelines for the equitable scheduling of programs, use of equipment, and production facilities.
3. Establish a complaint resolution process for PEG programming.
4. Set criteria for a Community Access Producer Grant Program and, subject to the availability of annual funding, recommend grants for community access productions.
5. Develop plans to enhance channel usage and viewership.
6. Review the effectiveness of outreach efforts regarding channel usage.
7. Create maximum interest in local events, people, places, and issues via community access television.
8. Provide Los Alamitos residents, businesses, and organizations an opportunity to produce and participate in community television.
9. Encourage the education of Los Alamitos students in community television programming and production.
10. Assess, review, and make recommendations regarding the adequacy of community access equipment and facilities.
11. Investigate and make recommendations to City Council on the feasibility of City membership in the Public Cable Television Authority.

9/16/14

To: Bret Plumlee

Los Alamitos City manager

From: John Underwood

LATV Commission

To: Los Alamitos Council and staff

Re: Response to RFP Draft

Dear council members,

At the recent LATV Commission meeting of September 11 you presented to commission members a draft of a Request for Proposal prepared by you seeking bids for a management position to oversee all LATV operations. At the time you requested all commissioners to respond with comments and suggestions pertaining to that document.

I am not sure a central management position for LATV is warranted or even possible at this time. This is not the first time a sole manager type position has been brought forward for consideration in recent years. There have been at least four proposals in almost as many years presented by members of the LATV technical group. All have failed for various reason, chief among them the lack of adequate LATV operational funds to support an even part-time manager, and the realization that drawing funding for a unified station manager, at least for now, out of LATV PEG funding is problematic because both LATV's operating budget and its reserve, which derive from cable franchisers user fees, known as PEG fees, are restricted under state DIVCA law to equipment upgrades and maintenance expenditures and only.

In time, with the expected passage of the now active CAP Act initiative currently moving through Congress, this coming PEG friendly legislation would solve that dilemma. One of the adjustments the Act will achieve is the widening of the use of PEG funds to support a managerial position for local PEG cable operations. Of course, another major enhancement of the act's passage would be the 1-3% increase of PEG funding allowing for the creation of a realistic budget for the hiring of a full time manager to oversee all aspects of LATV, server operations, remote van/ sports coverage and studio PA productions.

In the meantime, I believe the above operations can be maintained successfully by a division of labor that involves current LATV related personnel already in place, coupled with increased operational oversight by the LATV Commission. Until legal and financial conditions stabilize that are conducive to the supporting a single managerial position over all of LATV I believe we have the stable resources in our midst to maintain and grow all facets of our LATV operations without draining what little operating budget LATV has (risking retribution from the franchisers), or significantly encumbering the City and its general fund to create a full time manager for LATV.

Nevertheless, should the Council seek to hire a management consultant financed from general fund sources to oversee all LATV operations and act as liason to the council, the three spheres of LATV operations, server, sports, and studio PA, can still be adequately micro managed by the technical people

in place and already doing so now, effectively lessening the financial impact of that managerial consultant on the general fund.

The division of labor currently operationally responsible for LATV daily programming are as follows:

### SPHERES OF OPERATION

**Server operations** are managed by Douglas Wood and compensated out of City funds, which include the recording of council meetings and government workshops, logging and ingesting of produced programming into the server library located in the administration building, the scheduling of programs for broadcast air, the placement of Community Calendar items into the bulletin board rotation, and the maintenance of the server signal. These tasks he has adapted to and managed over the last two years with skill and reliability, and is now in the process of training backup personnel to assure that under any circumstances server operations continue in a seamless manner.

**Sports coverage** is a tradition in Los Alamitos as old as LATV itself. As you are aware LATV sports is now contracted to a professional production company committed to provide "Highlights" of many of Los Al Griffins higher profile sports events. For a reasonable fee the Mirror Media Group, paid for out of an LATV grant, and without the burden on LATV assets, currently provides coverage of various high school athletic events and turns them over to server operations for on air scheduling within days. The first season such program packages are already being produced and seem to be well received by the viewing public.

**Studio production** has always been a mainstay of LATV with many legacy programs produced in the studio over the past 30 years still in demand by LATV audiences and with new programming slated to be produced at the centrally located facility at 10921. The Los Alamitos public, it's civic groups, non-profits, business entities have come to expect of LATV a production facilities where the community can come together to make public access programming "for and by itself" as the FCC mandate for community TV informs. The studio is and has always been the place where this can be done in an efficient and most cost effective manner. Today there are over a dozen community producers waiting for the final completion of digital renovation of Studio 1 so they can come in and make TV of vital local interest. There are technical and managerial staff and volunteers available to make that happen at no personnel costs to the City. The formation of a technical support team for studio operations is already in place to assist producers at Studio 1 and possibly other spheres of operations if needed.

But the studio at this time lacks the basic assets to meet the reasonable production expectations of the already identified and growing number of community producers who want to use the facility now. There is appropriately designated funding in the LATV reserve set aside for that purpose. Those of us senior producers and techs who have a track record of successful studio productions in the LATV studio are willing to give of our time to oversee the facility upgrade, schedule the community producers in, secure the television equipment and monitor its security and maintenance, install necessary new equipment, and deliver completed programming to server operations without direct charges to the city. All that is required of the city is to approve the necessary expenditure of funds already approved and recommended by its own LATV Commission. This critically needed upgrade drawn from the LATV reserve Fund 28 and originally set aside for the complete digital transition of LATV, would prepare the

## ATTACHMENT 2

studio for an influx of responsible community producers, identified as the Producers Pool, who have pledged in writing their commitment to financially support their own productions in exchange for access to an upgraded LATV studio with competent technical assistance. All of the equipment identified in the Studio 1 Upgrade Package now before the council is portable and able to be repurposed should the existing PEG production facility be moved to new environs. A competent working studio can also act as center of operations for a renewed volunteer workshop environment where the necessary work of training new technical and production personnel can be established again with the assistance of the same technical support team that oversees PA productions at the studio.

**The LATV Cable Commission** is an important component of the management oversight at LATV. It provides policy and financial controls over all aspects of LATV operations. But it can only recommend to the city council the expenditure of funds needed to support LATV, as it already has with the studio upgrade package. The commission could easily expand its monitor and advisory role over LATV's revenues and expenditures, working with City staff or a city liaison (or consultant) in the referee and resolution of producer and facilities issues. It could also take on an expanded role of fostering communication and accountability among the three operational arms of LATV identified above, and promote and authorize community outreach through social engagement, workshop volunteer promotion, fundraising and grant making initiatives. It already has these authorities embedded in the LATV Policies and Guidelines.

The answer to the "management problem" at LATV at least in the short term, therefore, lies in the natural division of labor that already exists at LATV within the three major areas of operations, plus the added oversight of the LATV Commission with its policy and accountability controls already inherent in its by-laws. The above coalition of forces is perfectly capable of managing the assets and operations of LATV into the immediate future, and indeed is doing so with or without a formal manager. But even if a manager/consultant position is created by council the alternate management plan I have outlined above would not be antagonistic to such a position. Rather it would complement the role of a new LATV ombudsman and relieve him or her of many of the daily hands on duties in order to address the more overarching tasks of advising the city manager and council on the overall direction of LATV operations, leaving daily operations to those who have been in fact doing it.

With the CAP Act gaining momentum in Congress and support from broadcast and charitable organizations around the country but still perhaps one to two years away from legislative action, this alternate plan of a three way division of responsibilities overseen by the LATV Commission is doable now and at little or no direct additional costs to the City. All that is required is the authorization of available funds from the LATV reserve to bring the studio into production readiness, funds available now and appropriately designated for that purpose.

I urge the Los Alamitos councilmembers to consider this "alternative management" approach as you struggle to relieve yourselves of the burdens of micromanaging LATV thus far on an admittedly shoestring budget and with your limited expertise in the medium.

Regards,

John Underwood/LATV Commission Vice-Chair



CITY OF LOS ALAMITOS  
FUND 28 - Los Alamitos TV  
Year-to-Date Activity (as of 12/31/14)

## Revenues:

Time Warner PEG Fees	\$ 3,904.00
Event Filming Reimbursement	6,500.00
<b>Total Revenues</b>	<u>10,404.00</u>

## Expenditures:

Contractual Services	100.00
Event Filming	2,166.66
Garage Vehicle Charges	533.50
<b>Total Expenditures</b>	<u>2,800.16</u>

Revenues Over Expenditures	7,603.84
Beginning Fund Balance - 7/1/14	115,409.36
<b>Ending Fund Balance - 11/30/14</b>	<u>\$ 123,013.20</u>

