

MINUTES OF CABLE TELEVISION COMMISSION MEETING

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

June 13, 2013

1. CALL TO ORDER

A Regular meeting of the Cable Television Commission was called to order at 4:04 PM on June 13, 2013, in the Council Chambers Conference Room, 3191 Katella Avenue, Los Alamitos, Chair John Underwood presiding.

2. NEW COMMISSIONER SWEARING-IN

Shelley Hasselbrink recited the Oath of Allegiance and was duly sworn-in as a new Cable Television Commissioner.

3. ROLL CALL

Present: Commissioners Clayton, Hasselbrink, Jempsa, Rothwell, Underwood

Absent: Commissioners None

Present: Staff Gregory Korduner, Interim City Manager
Catherine Howard, Police Department Secretary

4. ORAL COMMUNICATIONS

Kirk Stephens contested a section of the draft Cable Television Commission minutes from April 11, 2013, stating that he never discussed with Mr. Underwood keeping any studio equipment at his home (page 2, paragraph 6). He asked that it be removed from the draft minutes.

Stephan Hammond stated that at the City Council meeting of April 15, 2013, the request from the Cable Television Commission to purchase equipment was rejected due to alleged disagreements amongst the technical committee on exactly what equipment to purchase. Inasmuch as all five members of the technical committee (Kirk Stephens, Larry Strawther, Doug Wood, Steve Clayton and John Underwood) are present at today's meeting, he said it would be beneficial to have an equipment purchase recommendation report, prepared and agreed upon from the technical committee submitted to the Cable Television Commission for their review and determination. The technical committee is supposed to serve as a support group for the Cable Television Commission, but

given the internal disagreement amongst the technical committee, the City Council is unable to approve any equipment purchase requests.

Larry Strawther stated his agreement with Mr. Hammond's statement. As a member of the technical committee, he was unaware of certain proposals which were forwarded to the City Council.

Commissioner Clayton clarified that the creation of the technical committee was former City Manager Angie Avery's attempt to bring support information regarding equipment issues to the Cable Television Commission; it was not intended to be a "formal" consulting group. Not documenting what was discussed at their meetings was probably a mistake.

Chair Underwood replied that he did not mean to imply that Kirk Stephens was going to keep LATV equipment at his home.

Mr. Stephens read an email from Chair Underwood which mentioned keeping LATV equipment in their homes; Mr. Stephens repeated that no such discussion ever occurred, and he wants the statement deleted from the draft April 11, 2013 Cable Television Commission minutes. (11:05)

Chair Underwood stated that the draft minutes for April 11, 2013 needed a word correction on page one, last paragraph: "He stated that the additional purchase of six tricasters at \$300 each was imperative," changing the word "tricasters" to "video signal converters."

Mr. Strawther displeased with the presentation of the \$90,000 equipment purchase proposal; that equipment information was being compiled for review and assessment purposes only. He does not understand how it was reported as an alternative proposal.

Commissioner Clayton said he wanted to clarify the confusion; he did not submit a \$90,000 equipment proposal.

5. PRESENTATIONS

Larry Strawther distributed three sets of "working" documents which he requested that the Cable Television Commission review prior to their next meeting. He distributed: 1) *The Future of Los Alamitos-Area Community Television*, 2) *2013 Los Al TV Equipment Survey*, (compiled by Kirk Stephens, Steve Clayton & Larry Strawther), and; 3) a diagram of switcher/multi camera operations.

Vice Chair Jempsa said that when considering or evaluating requests for equipment needs or other issues, she needs specific information to review and research prior to making a decision. It's important to consider different opinions, but specific information should be submitted prior to making a decision or taking action.

6. **MINUTES**

Motion made to approve the minutes of the April 11, 2013 Cable Television Commission meeting with the aforementioned changes.

MOTION/SECOND: JEMPSA/ROTHWELL

Motion unanimously carried to approve the April 11, 2013 Cable Television Commission meeting minutes.

7. **DISCUSSION ITEMS**

A. DISPOSAL OF OBSOLETE EQUIPMENT

Chair Underwood mentioned the minor water damage that occurred in the studio last month. Public Services cleared the area and the empty room will be cleaned and re-carpeted. The designated obsolete equipment list, which was approved by the City Council, will be identified and picked up by USC Film School. The commissioners would like to review the list again, prior to pick-up.

B. MANAGEMENT OF LATV STUDIO1 & SERVER OPERATIONS

Chair Underwood stated that while he's submitted various equipment purchase requests and is involved in productions, he is not very familiar with server operations, which is Doug Wood's area of expertise.

Doug Wood provided a summary of how various programs and meetings are recorded. He stated that the purchase of additional equipment would be helpful in the near future. Specifically, each Council Member needs to have dedicated microphones, so they need to purchase four additional microphones; one for each Council Member and two extra for staff. There is also a need for a DVD duplicator machine and an upgraded desk-top computer to help convert DVDs faster and more reliably. (27:20). There is a "back-up" DVD player that has been minimally used. Future additional equipment purchases were discussed.

Interim City Manager Gregory Korduner cautioned that the City Council was currently in the middle of budget meetings, therefore now was not the best time to make requests for additional equipment purchases. He suggested future requests be presented either next year or mid-year and to expect funds to come from the LATV budget, not the Council's. City Manager Korduner suggested that staff could research the possibility of purchasing four microphones at \$100 each.

C. ADDITIONS/CHANGES TO EQUIPMENT LIST

Chair Underwood provided a summary of previous requests to purchase equipment for the studio.

Commissioner Clayton briefly discussed the \$90,000 proposal, and how it was still a work in progress, listing critically needed items to build a viable studio.

Larry Strawther said that while Chair Underwood's equipment proposal list totaling approximately \$35,000, had items upon which the tech committee agrees, sort of a "core equipment list" but it was lacking the details of accessories needed to make the larger equipment items compatible, adding to the cost.

Commissioner Hasselbrink suggested a shift from the "me vs. them" mentality, so the tech committee could work together to develop a clear and comprehensive plan, with a list of equipment needs, itemized and prioritized on a time-time, to be presented to the Cable Television Commission. By developing consensus, the Cable Television Commission could present a united front when submitting future requests to Council.

Mr. Strawther discussed how rapidly technology was changing the way content is being delivered to homes; whatever equipment is purchased must accommodate those changes. He referred to the two sets of documents distributed earlier ("*2013 Los Al TV Equipment Survey*" and "*The Future of Los Alamitos-Area Community Television*"). Standard def-bands will be able to handle more information for less cost. Internet and IP based delivery systems will make some of the current LATV equipment obsolete.

Vice Chair Jempesa suggested presenting a unified front to the City Council by presenting a well-thought out plan, stating goals, time-frames and cost factors.

Interim City Manager supported the idea of presenting a unified presentation to the City Council, with specific goals and a clearly structured time-frame.

MOTION/SECOND: HASSELBRINK/CLAYTON

Motion made which unanimously carried to task the tech committee with developing a comprehensive, long-term proposal, and prioritize the purchases and equipment within a time-line for funds to present to the Cable Television Commission for review.

D. PROMOTIONAL OUTREACH FOR OFFICIAL LATV OUTERWEAR

Chair Underwood discussed the benefits of wearing clothing with the LATV-3 logo. Informing the community who they are and what is going on serves public relations and security. He obtained price quotes from Screen Gems Silk-screening and Cypress Printing for t-shirts, golf-shirts, and windbreakers. Both companies have a \$120 "set-up" charge, one time only for each style of clothing. His general estimate was for 24 black t-shirts at \$9.17 each, 12 unlined windbreakers at \$16.50 each, and 12 golf-shirts at \$16.50 each.

T-shirts could be given to volunteers or to those who bring business, advertizing, or programming to LATV.

Commissioner Hasselbrink requested samples and exact pricing for various quantities of each article of clothing; is there a price-break with some quantities?

She suggested checking with other Los Alamitos companies: West Coast Art-Wear, Play-it-Again Sports, in addition to Screen Gems Silk-screening.

*****END DISCUSSION ITEMS*****

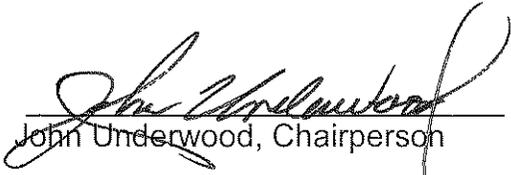
8. COMMISSIONER REPORTS

Vice Chair Jempsa asked if any there was any information on Rossmoor helping with the cost of the 4th of July Spectacular on the JFTB. Interim City Manager Korduner replied nothing definite had been decided at this time.

Vice Chair Jempsa inquired if Rossmoor was paying for LATV broadcasting their RCSD meetings. Was the program packaging idea presented to the RCSD Board? Interim City Manager Korduner stated he had a meeting with Mike Maynard on Friday; he could report back at the next meeting.

8. ADJOURNMENT

At 5:35 PM, the Cable Television Commission meeting was adjourned to their next meeting scheduled for Thursday, July 11, 2013, at 4 PM in the City Council Chambers Conference Room.



John Underwood, Chairperson

ATTEST:



Gregory Korduner, Interim City Manager