

MINUTES OF CABLE TELEVISION COMMISSION MEETING

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

February 13, 2014

1. CALL TO ORDER

A Regular meeting of the Cable Television Commission was called to order at 4:01 PM on February 13, 2014, in the Council Chambers Conference Room, 3191 Katella Avenue, Los Alamitos, Chair Tom Rothwell presiding.

2. ROLL CALL

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

Absent: Commissioners None

Present: Staff Bret Plumlee, City Manager
Catherine Howard, Police Department Secretary

3. ORAL COMMUNICATIONS

Stephan Hammond stated that City events, i.e., State of the City, Race on the Base, Fourth of July Spectacular, etc., should be paid for by the City, not with LATV funds. LATV money should only be used for new equipment purchases. The community should be encouraged to self-fund LATV programming.

4. PRESENTATIONS

Vice Chair Underwood gave an assessment of two Switchers: the For-A XT100 and the For-A XT110. He provided information on the price of each model, the costs for additional modules, peripherals, upgrades and compatibility with current studio equipment.

Commissioner Jempsa stated that equipment should be purchased carefully to ensure it could cover needs five years from now.

Commissioner Clayton stated that the tech committee was looking at another switcher that would also meet the studio's needs.

Commissioner Hasselbrink stated that purchasing equipment that is upgradable and compatible is key. The tech committee should make a recommendation, including specs, for the commission's next meeting.

Chair Rothwell stated that a report on van operations should be presented for the commission's next meeting.

City Manager Plumlee stated that he would invite Larry Strawther and/or Doug Wood to future meetings. Larry would be asked to discuss van operations and provide input regarding the purchase of a new switcher compatible for the studio and van, and Doug would be asked to discuss the filming of the Council meetings.

Commissioner Hasselbrink stated that periodic reports regarding the studio, the van, and broadcasting should be presented to the commission.

5. MINUTES

Approval of the minutes for the Cable Television Commission meeting of January 9, 2014.

Commissioner Clayton expressed his disappointment that the election of new officers was held at the January meeting, when two of the five commissioners were absent. He stated that the election was not pressing and could have waited for the full commission to be present.

MOTION: JEMPSA/UNDERWOOD

Motion unanimously carried to approve the January 9, 2014 Cable Television Commission meeting minutes.

Ayes: Jempsa, Rothwell, Underwood

Nays: None

Absent: None

Abstain: Clayton, Hasselbrink

6. ACTION ITEMS

A. Discuss Next Steps of the Cable Commission

City Manager Plumlee suggested the following goals for the commission:

- a) Plan one prioritized list of cable equipment that can be funded within the FY 2014-2015 budget and present it to City Council at a future Council meeting.
- b) Set an annual Cable budget that is funded by the PEG fees.
- c) Discuss which key events the Cable Commission should be produced and filmed within the FY 2013-2014 and FY 2014-2015 annual LATV PEG budget and bring forward a recommendation in the future to the City Council.

The Cable Commission fund balance is approximately \$100,000, with a declining revenue base, which may or may not be bolstered by the passage of the CAP Act. Broadcasting, studio and van operations must be funded and function within the

limitations of a \$36,000 annual budget; very challenging. Therefore, it is imperative that equipment needs be prioritized, with a consensus, prior to going to Council. The commission should identify how the \$36,000 will be divided amongst broadcasting, studio and van requirements.

Over the past two years, various equipment lists have been presented, however none have received consensus, leaving equipment replacement needs unmet. Developing a prioritized equipment list, which has the unified support of the entire commission, is essential to obtaining Council approval.

Another question to decide is which key City events should be funded by the LATV PEG budget?

Commissioner Clayton questioned why LATV funds should pay for City events, especially since cable revenue has ceased. If the Council wants a special event broadcast, those costs should be paid for with City funds.

Commissioner Hasselbrink requested a list of LATV programs, itemized to show which City funds pay for which programs. Vice Chair Underwood stated that he would prepare this list for the next meeting.

City Manager Plumlee agreed that the development of a list which itemizes specific costs of each LATV program would be helpful when determining LATV budget guidelines.

Commissioner Jempasa stated that LATV funds should pay for equipment, studio and van costs only. She believes that local businesses and some community members would be receptive to making sustaining donations to benefit general programming and supporting LATV.

City Manager Plumlee said that he would confer with the City Attorney and return a report on underwriting to the March meeting.

Commissioner Jempasa reiterated her objection to LATV broadcasting meetings for RCSD without any compensation.

Vice Chair Underwood pointed out that when Doug Wood submits his hours to the City, the time necessary to process and upload Rossmoor business is included; so, in addition to the City receiving no compensation to broadcast RCSD meetings, we are actually paying for their broadcasting.

Commissioner Hasselbrink stated that if Rossmoor isn't paying LATV for broadcasting their meetings, at the very least, they should be required to submit a broadcast ready DVD to eliminate any work time from Los Alamitos employees.

City Manager Plumlee suggested this issue could be tied into the report on underwriting/sponsorship.

Discussion ensued regarding the importance of making a clear distinction between what is a government program versus public access and the importance of understanding the difference between what are Public (P), Education (E), and Government (G) programs.

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

7. COMMISSIONER REPORTS

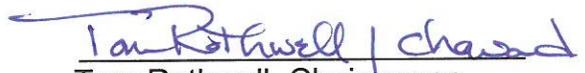
Vice Chair Underwood recommended the creation of an LATV Discrepancy Log, developed and maintained by Doug Wood, to document specific descriptions of when the station experiences technical problems such as blackouts, audio or visual failures, where in the City these problems occurred and for how long, etc. This log should document upgrades to the server, the purchase and replacement of studio equipment, and when failures occur, note whether the problem was the studio, cable, or City based, etc.

City Manager Plumlee stated that he will invite Mr. Wood to a future meeting to discuss this with the commission.

8. ADJOURNMENT

At 5:27 PM, the Cable Television Commission meeting was adjourned.

The next Regular meeting of the Cable Television Commission scheduled for Thursday, March 13, 2014, at 4 PM, in the City Council Chambers Conference Room.


Tom Rothwell, Chairperson

ATTEST:



Bret Plumlee City Manager