

MINUTES OF CABLE TELEVISION COMMISSION SPECIAL MEETING

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

November 13, 2014

1. CALL TO ORDER

A Special meeting of the Cable Television Commission was called to order at 4:05 PM on November 13, 2014, in the Council Chambers Conference Room, 3191 Katella Avenue, Los Alamitos, Vice Chair John Underwood presiding.

2. ROLL CALL

Present:	Commissioners	Clayton, Hammond, Jempsa, Underwood
Absent:	Commissioners	None
Present:	Staff	Bret Plumlee, City Manager Catherine Howard, Police Department Secretary

3. ELECTION OF OFFICERS

Due to the resignation of Commissioner Hasselbrink and the out-of-city relocation of Chair Tom Rothwell an Election of Officers was discussed. It was decided that Vice Chair Underwood would lead the November and December meetings until the January 2015 meeting, when Election of Officers is usually held and a new commissioner may be sworn-in.

Commissioner Clayton expressed his disappointment at not being considered to chair the meetings, given his tenure on the commission. He stated it would be a positive gesture underscoring the "spirit of cooperation" if he were elected chair.

MOTION: Underwood/Jempsa: Motion unanimously carried to maintain the status quo whereby Vice Chair Underwood will lead the November and December meetings and Election of Officers will be held at the January 8, 2015 meeting.

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

Commissioner Clayton excused himself from the meeting at 4:12 PM.

4. **ORAL COMMUNICATIONS**

None

5. **PRESENTATIONS**

None

6. **MINUTES**

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

MOTION: Underwood/Jempsa

Motion unanimously carried to approve the September 11, 2014 Cable Television Commission meeting minutes.

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

7. **A. Request from Vice Chair Underwood**

Vice Chair Underwood specifically requested that the minutes reflect that the six items listed in his memo to the City Manager in Attachment 1, were not all generated by him, but rather a compilation of suggestions offered by Commissioners Jempsa and Hammond.

City Manager Plumlee summarized the six items within this report, restating that Item 1, the commission's request for studio equipment upgrades and additions, had not been approved by the City Council, and reference Item 2, the City was still in the process of modifying the RFP into a RFQ in an effort to broaden the request and identify qualified applicants. He has recently met with City of Seal Beach TV's Manager Robin Fort-Lincke and the past City of Garden Grove TV-3 News Director Gus Castellanos to discuss options and ideas for LATV; generating interest is challenging due to our size and financial constraints. He responded that a station manager/consultant would be paid from the City's General Fund. PEG funds are to be solely used for studio equipment and cable needs and/or maintenance. Fund 28 is approximately \$100,000. The 5% franchise fee is directed into the General Fund. He stated that his goal is to identify someone to focus on the needs of LATV and the community.

Vice Chair Underwood stated that the City does not need a studio manager, but assets to make it work. A strong studio is essential to community programming.

Discussion continued on the Producer's Pool, improving studio efficiency, and ways to make the studio self sustaining. Doug Wood's duties, coverage of City Council meetings, and various programming costs were discussed.

Commissioner Jempsa stated that meetings should be held at 7 PM so members of the public could attend. City Manager Plumlee stated that Resolution 2007-07 adopted in March 2007 established Cable Commission bi-monthly meetings should be held at 7 PM on the third Wednesday of January, March, May, July, September and November. When Cable Television Commission meetings resumed September 22, 2011, City Manager Jeff Stewart, with commissioners' support, determined to conduct monthly meetings at 4 PM.

MOTION: Underwood/Jempsa

Motion unanimously carried for Item 6 to be placed on the agenda at the next Cable Commission meeting to discuss and provide direction regarding timing, frequency, location, and cancellation of Cable Commission meetings.

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

Costs impacting Cable Commission funds were discussed, with City Manager Plumlee clarifying differences between what gets charged to the General Fund and to Fund 28. City events such as Race on the Base, Wings, Wheels, Rotors and Expo, the Fourth of July Spectacular and the Winter Wonderland will be paid using General Funds.

Vice Chair Underwood distributed to the commission his revised response to the RFP draft. City Manager Plumlee permitted the distribution of this memo, recommending that it be agenzized for a future meeting.

Commissioner Jempsa supports promoting volunteers to assist with studio productions

Commissioner Hammond supports a volunteer workshop using existing City Hall equipment.

Vice Chair Underwood outlined the development of an operational "punch list" for Chamber, studio and network operations.

SECOND MOTION: Hammond/Jempsa

Motion unanimously carried regarding Item 3 to place the item on the next Cable Commission meeting to discuss and provide direction regarding an alternate studio management plan.

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

THIRD MOTION: Underwood/Hammond

Motion unanimously carried regarding Item 5 to place on the next Cable Commission meeting to discuss and provide direction regarding training and workshop outreach and ongoing volunteer programs to address Chamber, studio, server, and playback operations.

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

Doug Wood arrived to the meeting at 5:40 PM.

Commissioner Hammond stated his objection to the cancellation of Cable Commission meetings; he wants a specific protocol established.

City Manager Plumlee said this issue could be incorporated into the first motion.

Regarding Item 1, Vice Chair Underwood requested that the minutes include his concern regarding his equipment issue list, which was submitted over six months ago, and should be subject to adjustment for future possible revisions.

FOURTH MOTION: Hammond/Underwood

Motion unanimously carried to discuss and provide direction regarding expenditures and revenues impacting Fund 28.

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

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

8. COMMISSIONER REPORTS

Commissioner Hammond asked Doug Wood why the LATV schedule was not published in last week's News Enterprise. Mr. Wood replied it was a timing issue. Vice Chair Underwood added that the News Enterprise does not charge the City for publishing.

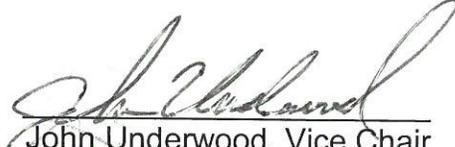
Vice Chair Underwood reported on his recent attendance and the ACM Conference in Ventura. The CAP Act is moving forward with support from the National Association of Broadcasters and the National Association of Catholic Bishops.

City Manager Plumlee requested updated information on the CAP Act.

9. ADJOURNMENT

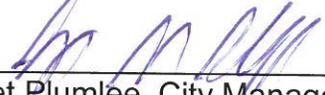
At 6:05 PM the Cable Television Commission meeting adjourned.

The next Special meeting of the Cable Television Commission is scheduled for Thursday, December 11, 2014, at 4 PM, in the City Council Chambers Conference Room.



John Underwood, Vice Chair

ATTEST:



Bret Plumlee, City Manager