

# MINUTES OF CABLE TELEVISION COMMISSION SPECIAL MEETING

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

January 12, 2015

## 1. CALL TO ORDER

A Special meeting of the Cable Television Commission was called to order at 4:00 PM on January 12, 2015, in the Council Chambers Conference Room, 3191 Katella Avenue, Los Alamitos, Vice Chair John Underwood presiding.

## 2. ROLL CALL

**Present:** Commissioners Clayton, Hammond, Singer, Underwood

Student Volunteer Ellison

**Absent:** Commissioners None

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

## 3. ORAL COMMUNICATIONS

None

## 4. ELECTION OF OFFICERS

### Chairperson

**MOTION:** Commissioner Hammond nominated Commissioner Underwood for the position of Chairperson, which was seconded by Commissioner Underwood.

**Ayes:** Hammond/Singer/Underwood

**Nays:** Clayton

**Absent:** None

**Abstain:** None

**Commissioner Underwood was elected Chair**

### Vice Chairperson

**MOTION:** Chair Underwood nominated Commissioner Hammond for the position of Vice Chairperson; which was seconded by Commissioner Singer.

**Ayes:** Hammond/Singer/Underwood

**Nays:** Clayton

**Absent: None**  
**Abstain: None**  
**Commissioner Hammond was elected Vice Chair**

Chair Underwood immediately assumed the Chair position.

Chair Underwood stated his goal is to encourage community members, from elementary school children and upward, to create and produce programming. The purpose of LATV is to rebuild the studio.

Commissioner Clayton stated that LATV has lost considerable resources, citing technical support and staffing, specifically Larry Strawther's departure, where the City lost community involvement and financial support; losing sports coverage was bad. LATV needs fundraising plans.

Commissioner Singer inquired as to what is the "goal" of LATV?

City Manager Plumlee provided a brief summary of LATV's history, including the most recent activity leading up to the City's RFQ, resulting in four applications, the analysis of which will be returned to the February City Council meeting.

City Manager Plumlee and Chair Underwood provided a synopsis for Commissioner Singer of the financial and funding issues facing LATV.

**5. PRESENTATIONS**

None

**MINUTES**

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

**MOTION: Clayton/Underwood**

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

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

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

Item 1: Continue discussion regarding timing, frequency, location, and cancellation of Cable Commission meetings and provide direction.

City Manager Plumlee provided a brief summary of the information within the staff report and replied to commissioner questions. At the December 11, 2014, meeting, changing the meeting day, time and frequency were discussed.

Commissioner Clayton asked for clarification on the process involving the RFQ, and how it will impact the commission and LATV. City Manager Plumlee replied that the impact of the RFQ is uncertain at this time.

Commissioner Singer commented that this commission appears to operate differently than other City commissions. Other commissions review, comment and approve staff initiated business, programs and events.

City Manager Plumlee clarified that he is the "staff" assigned to the Cable Commission and resources are limited. He explained how he's met with other cities' cable managers, all of whom have cut-back operations due to financial constraints. The City Council must consider spending General Funds on subsidizing public programming, when faced with cuts to Police, Parks and Recreation services.

Chair Underwood provided his opinion of how the By-Laws dictate commission activity and involvement.

Vice Chair Hammond stated that monthly meetings are necessary; he believes there are plenty of topics and ideas to discuss.

Commissioner Singer stated his preference for conducting the meetings in the Council Chambers, rather than the Chambers Conference room.

**MOTION: Underwood/Hammond**

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

**Ayes: Hammond, Singer, Underwood**

**Nays: Clayton**

**Absent: None**

**Abstain: None**

Chair Underwood restated the opinion that prior to cancelling a meeting, the City Manager must poll all commissioners, beginning with the Chair, prior to agreeing on a final determination.

Item 2: Discuss and provide direction regarding an alternate studio management plan. (Attachment 2)

Chair Underwood provided a summary and updated status on this item and the \$39,000 studio equipment purchase request list that was sent to the Council in 2014, and subsequently tabled. There is currently a PEG reserve of approximately

\$130,000. If the Council approves this expenditure request, the commission would have to revisit and review the list for possible equipment and technology updates. City Manager Plumlee provided a brief summary of the local sports broadcasting, and the RFP that resulted in an agreement with Direct Community Video (DCV); this is paid for by the annual \$6,500 from Consolidated Disposal.

The commission decided to postpone discussion on this item to the February meeting to allow Commissioner Singer to review the information.

Item 3: Discuss and provide direction regarding training and workshop outreach and ongoing volunteer programs to address Chamber, studio, server, and playback operations.

Vice Chair Hammond discussed his workshop experience eight years ago: training classes, running equipment, etc. Before a workshop can begin, the studio needs equipment upgrades. He thinks Doug Wood might be a good workshop facilitator.

Commissioner Singer suggested that Parks and Recreation could include LATV studio training classes in their curriculum brochure.

Student Volunteer Ellison asked how he could help disseminate information about a training workshop at the high school.

Chair Underwood underscored the necessity of having proper studio equipment before a training workshop could be launched. He told Student Volunteer Ellison to have any interested students contact him about future training. A workshop concept should be included in any overall studio management plan.

Commissioner Clayton stated that a good workshop program is not only about equipment, the studio needs a plan to entice interest and participation. Prior to developing a program, it would be a good idea to know who was going to teach it.

Chair Underwood suggested that the commissioners should develop and return their workshop development and training plans to the next meeting.

Commissioner Singer stated that it is important to differentiate between the ideas, duties, and responsibilities of the Cable Commission versus LATV.

**MOTION: Underwood/Hammond**

Motion carried to create a two person sub-committee to fashion and formulate a plan to develop an outreach program to be returned to the next meeting.

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

Chair Underwood and Vice Chair Hammond volunteered to be the members of the two person workshop outreach sub-committee.

Item 4: Discuss and provide direction regarding monthly review of expenditures and revenues impacting Fund 28. (Attachment 3)

Vice Chair Hammond stated that the commission should review all revenues and expenditures in Fund 28. He questioned several specific items on Attachment 3. City Manager Plumlee provided explanations to all line-item expenditures.

The commission requested that this information be provided for every meeting.

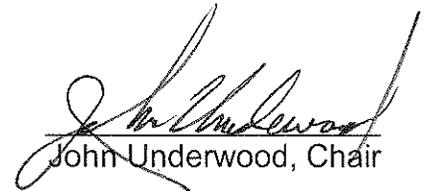
\*\*\*\*\* END STAFF REPORTS \*\*\*\*\*

7. COMMISSIONER REPORTS

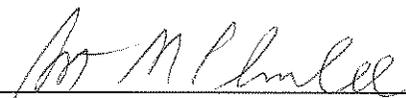
Vice Chair Hammond expressed his concern over the parking trouble experienced by John Underwood during the filming of the City's *Winter Wonderland* production in December. He thinks those who are working for a City event should be afforded special parking permits. City Manager Plumlee replied that he was unaware of this incident and suggested working with the City in advance of any like production.

8. ADJOURNMENT

The meeting was adjourned at 6:19 PM to the next Special meeting of the Cable Television Commission, scheduled for Thursday, February 11, 2015, at 4 PM, in the City Council Chambers Conference Room. If the City Council approves the requested resolution, the next Regular meeting of the of the Cable Television Commission, will be held on Tuesday, February 3, 2015, at 7 PM, in the City Council Chambers.

  
John Underwood, Chair

ATTEST:

  
Bret Plumlee, City Manager