



Telecommunications Commission Meeting Agenda
May 6, 2009, 2:30 – 4:30 p.m.
Location: 1818 5th Street, 2nd Floor Main Building

Commissioners: Jesse Drew, Jim Frame, Bob Kehr, Stephen McMahon (chair),
Zackary O'Donnell, Amy Slavich, Darrick Servis

City Council Liaison: Sue Greenwald

Staff: Rick Guidara, Information Services Manager (Staff Liaison)
Samantha Wallace, Community Services, Assistant to the Director
Robert Schulz, Community Services, Media Services Specialist

- 2:30 PM **1. Welcome**
- 2:35 PM **2. Approve Agenda**
- 2:40 PM **3. Approve Minutes**
 - a. 3/18/09
- 2:50 PM **4. Commissioner/Staff Announcements**
 - a. Allows each commissioner to update the group on their own activities that could affect the role or goal of the commission
- 3:00 PM **5. Public Comments**

This is the time for the public to address the Commission on matters not listed on the agenda. The Commission is unable to take any formal action on an issue that is not listed on this agenda. Public comments may be limited to accommodate all speakers within the time available, or they may also be continued to later in the meeting should the time allotted for public comment expire. Items may also be referred to staff and/or future meeting agendas. Presentation time will be at the discretion of the Chairperson. Citizens who wish to present their comments for matters listed on the agenda should do so at the time the item is considered by the Commission.

- 3:10PM **6. Standard Updates**
 - a. I-net (Rick Guidara/Bob Kehr)
 - b. Pending City Telecomm Requests (Rick Guidara/Samantha Wallace)
 - c. Power Backup for DMA Building
- 3:20 PM **7. Discussions:**
 - a. New Business
 - i. Chair and Vice chair – Current position are now 2 years old and up for re-appointment
 - 1. Quorum – "...majority of authorized seats on the commission." For this commission this number is 4.
 - 4. "Tie votes are equivalent to a vote that failed."
 - ii. Commission membership
 - b. Ongoing Business
 - i. Review Draft Staff report to City Council for continuation of revenue allocation
 - c. Update timelines/plans for Upcoming year (All)
 - i. Commission Enabling Resolution Attached
 - ii. Guiding Principles

iii. Other telecomm Commission Business

4:30 PM

8. Adjourn

- a.** Proposed: Next Meeting: 4/18/09: Location 1818 5th Street.
- b.** Potential topics for Next Meeting (TBD at meeting)

Meeting facilities are accessible to persons with disabilities. Requests for alternative agenda document formats, assisted listening devices, or other considerations for persons with disabilities are available by contacting the City Clerk's office by calling (530) 757-5648 (voice) or 757-5666 (TDD). Requests should be made as soon as possible, and preferably at least 24 hours prior to the meeting date.

Any writing related to an agenda item for the open session of this meeting distributed to the Commission less than 72 hours before this meeting is available for inspection at City Hall, 23 Russell Blvd., Davis in the City Clerk's Office. These writings will also be available for review at the Commission meeting.

RESOLUTION NO. 06-186, SERIES 2006

**RESOLUTION OF THE CITY COUNCIL OF THE CITY OF DAVIS REGARDING THE
STRUCTURE AND PURPOSE OF THE TELECOMMUNICATIONS COMMISSION**

WHEREAS, the City Council relies on Boards and Commissions to provide advice and information on subjects within the Telecommunications Commission's scope; and

WHEREAS, the City of Davis has been active in cable and telecommunications oversight aimed at procuring services for Davis residents; and

WHEREAS, the city of Davis recognizes that telecommunication services are critical in helping the city as a whole in terms of economic benefit; and

WHEREAS, many residents of Davis possess knowledge and expertise in the area of telecommunications which may be beneficial to this purpose.

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Davis creates a Telecommunications Commission to achieve the following:

1. PURPOSE

The Davis Telecommunications Commission is to report to the City Council and community telecommunication partners about the use of cable, Internet and media resources.

As an advisory body of the Davis City Council, the commission is established and guided by the following documents:

- a. Davis Anti-discrimination ordinance; and
- b. Commission Handbook; and
- c. Commission Policy Guidelines

2. MEMBERSHIP

The Telecommunications Commission shall consist of seven (7) members and one (1) alternate.

All voting members of the Telecommunications Commission, regular and alternate, shall be appointed by the City Council. There shall be representatives from Davis Community Television, Davis Joint Unified School District, Davis Community Network, University of California, Davis and the remaining members being from the public at large.

The alternate member shall not vote except upon one of the following conditions:

- a. Absence of one (1) or more of the regular members of the commission.

- b. Disqualification of a regular member of the commission because of an expressed conflict of interest.

3. TERMS OF OFFICE

Members of the commission shall serve a term of four (4) years, or until their successors are appointed. For purposes of establishing staggered terms, appointments may be for terms varying between one (1) and four (4) years as the Council may decide. No members shall serve for more than two (2) consecutive terms, except under special circumstances.

4. TERMINATION OF APPOINTMENT

The term of appointment of any member of the commission who has been absent from three (3) consecutive regular or special meetings, or who has missed more than 1/3 of the meetings in a 12-month period, without the approval of the City Council, shall automatically terminate.

Members of the Telecommunications Commission serve at the pleasure of the Council and may be removed from office by a majority vote of the City Council.

5. VACANCIES

Vacancies on the commission shall be filled for the unexpired term in the same manner in which regular appointments are otherwise made.

6. OFFICERS OF THE COMMISSION

The members of the Telecommunications Commission annually shall select one (1) of its members as Chairperson and one (1) of its members as Vice Chairperson. No chairperson or vice chairperson shall serve more than two (2) consecutive years as chair.

- a. THE CHAIRPERSON of the commission shall call the meetings to order at the appointed time, shall appoint all committees, subject to the approval of the commission, shall have all the powers and duties of the presiding officer as described in "Rosenberg's Rules of Order: Simple Parliamentary Procedures for the 21st Century," and shall perform such other duties as may from time to time be prescribed by the commission.

- b. THE VICE CHAIRPERSON of the commission shall have all the powers and perform all the duties of the Chairperson in the case of absence or inability of the Chairperson to act. The Vice Chairperson shall perform such other duties as may from time to time be prescribed by the commission or the Chairperson.

7. MEETINGS OF THE COMMISSION

The Telecommunications Commission shall establish a regular time and place of meeting and shall hold regular meetings and meet at a minimum of once per quarter. Special meetings of the commission may be called by the Chairperson, or by any four (4) or more voting members of the commission, with permission of the Council liaison or the City Council. Personal notice must be given to all members of the commission. If personal notice cannot be given, written notice must be mailed to such members at least twenty-four (24) hours prior to said meeting, unless said notice requirement is waived in writing by said member.

8. QUORUM

For the purpose of transacting business, a quorum of the Telecommunications Commission shall consist of four (4) of the seven (7) members. An alternate member shall be counted as a full voting member for purposes of attaining a quorum.

9. FUNCTIONS OF THE COMMISSION

The Telecommunications Commission shall have the responsibilities as provided in this section and such other duties as the Council may, from time to time, decide:

- a. To monitor pending legislation, rulings and court opinions which seek to limit the city's right to manage local rights-of-way and other telecommunication matters and advise staff in developing letters of support or non-support of legislation affecting city telecommunication issues using already established criteria.
- b. To facilitate communication and shared information between the city and community cable partners in a pro-active, clear, effective and straightforward manner.
- c. To monitor the roll-out and implementation of the Institutional network in Davis, including the development of an Institutional Network operational structure.
- d. To act as a liaison in the city's partnership in community media center projects.
- e. To recommend actions about the use of cable resources.
- f. To advise Council about the development of subsequent cable franchises and other telecommunication agreements.
- g. To recommend ways to bridge the digital divide for all Davis residents.

PASSED AND ADOPTED by the City Council of the City of Davis on this nineteenth day of September 2006 by the following vote:

AYES: Asmundson, Heystek, Saylor, Souza, Greenwald

NOES: None

ABSENT: None

Sue Greenwald
Mayor

ATTEST:

Margaret Roberts, CMC
City Clerk