

**City of Ann Arbor
CABLE COMMUNICATIONS COMMISSION**

**March 6, 2007
Regular Session**

MINUTES

Call To Order and Roll Call: Chair B. Clarke called the Cable Commission Regular Session to order at 7:00pm. Upon roll call, the following were present:

CCC: B. Clarke, T. Bray, P. Bancel, J. Meyers

CC: M. Higgins, R. Suarez

City Staff: L. Wondrash, R. Salmeron

Approval of Agenda: Chair B. Clarke asked for approval of the agenda. Motion was made by P. Bancel and seconded by T. Bray.

Approval of Minutes: P. Bancel made a motion to approve the January 23, 2007 Regular Session minutes as presented. The motion was seconded by T. Bray and passed unanimously.

Public Comment: None provided.

Comcast Report: M. Holmes was unavailable to attend the meeting. The January Comcast report was submitted. B. Clarke noted that the Call Center stats weren't meeting the minimum requirement. She also noted the March increase in the Comcast bill.

Communications Report: L. Wondrash noted the February financial report was enclosed in the packet. All Comcast Complaints/Inquiries in January and February were resolved.

In regards to the legislation update, MPSC issued the Michigan Uniform Franchise Agreement and instructions, which were included in the packet. As of March 6, there was no action required by the Cable Commission regarding the new legislation or state agreement. L. Wondrash noted R. Salmeron attended a co-sponsored event hosted by PROTEC, ACM and Michigan Township Association to discuss the new state franchise agreement and possible local impacts.

P. Bancel asked if our current Comcast franchise agreement could be renewed. L. Wondrash stated that when our current franchise agreement expires, the City will not be able to negotiate a new one. Any service provider will have to apply to the City for a franchise using the new state agreement and MPSC form. L. Wondrash went on to explain some financial implications that could occur under the new state agreement, such as the elimination of in-kind services.

L. Wondrash noted on the topic of CTN Outreach that Media Literacy Day was going to be held on Saturday, March 10 at CTN. She also noted that R. Salmeron had asked L. Visovatti to work on a 2-3 minute video to promote CTN to the Ann Arbor community on YouTube.

L. Wondrash stated that the CTN goals through fiscal year 06/07 were provided in the packets. These had also been discussed during a work session in September 2006. She noted that starting in June 2007, CTN staff would begin to formulate goals for the coming fiscal year. One wildly important goal would continue to be working toward successful completion of the CTN facility relocation.

CTN Report: CTN Manager R. Salmeron played CTN Public Service Announcements for the Commission, which CTN staff and interns had completed. He announced that on Sunday, March 11, CTN would be covering three Parks & Recreation Hockey Championship games. J. Meyers asked R. Salmeron what type of programs were run on the channels and how they were received. R. Salmeron distributed and discussed a Nexus conversion outline that he had prepared to help explain how digital conversion would be completed. He stated that Nexus equipment had been ordered for channels 18 and 19.

Old Business: L. Wondrash answered questions from P. Bancel regarding the fiscal year 2008 budget. She informed the Commission that 2008 and 2009 fiscal year budget numbers had been entered into the City's BRASS system. Council Rep. M. Higgins explained that budget numbers are prepared for two fiscal years but only one fiscal year can be approved by City Council at one time.

In regards to the CTN lease, L. Wondrash stated that all Cable Commissioners and Cable Commission Council representatives had been invited to visit the top two CTN site locations in February. Everyone was in favor of pursuing the top site, located on S. Industrial. J. Meyers asked if any discussion had come up about CTN being located at the new City Hall upon completion. M. Higgins stated that CTN would not be relocated there. M. Higgins noted that any further lease discussion should be done in a closed session to not interfere with future negotiations. M. Higgins also noted that a Cable Commission representative should be chosen to join the CTN Lease Negotiation Team.

New Business: None provided.

Commission/Staff Comments: None provided.

Adjournment: Co-Chair P. Bancel made a motion to adjourn the meeting. The motion was seconded by J. Meyers. With no further discussion Chair B. Clarke closed the meeting at 9:00pm.

Submitted By: Deb Sturza, Administrative Support Specialist

Date Approved: April 24, 2007