

BIRMINGHAM AREA CABLE BOARD MEETING

Wednesday, April 16, 2014 at 7:45 am

Village of Beverly Hills

18500 West 13 Mile Road

1. Roll Call
2. Approve Meeting Minutes For Cable Board Meeting of March 19, 2014-M
3. Public Comments
4. Grant Request from the City of Birmingham- M
5. Committee reports
 - a. Cable Action Committee
 - b. PEG Committee
6. Executive Director's Report
7. Provider Related Topics
 - a. Comcast
 - b. AT&T
 - c. WOW
8. BAPA/BAMA Report
9. Old Business
10. New Business
11. Public Comments
12. Board Comments
13. Adjourn

PEG Committee meeting immediately following BACB meeting

Present: Heldt, Kelly, Linsenman, Lurie, McAlear, McLain - Birmingham
Borgon, Burry, Heyman, Schneider, Verdi-Hus– Beverly Hills

Absent: Ettenson – Bingham Farms
Stakhiv – Franklin

Also Present: White - Executive Director
Currier - Attorney for Cable Board
Galbraith – Birmingham Public School representative
Rota - Bloomfield Community Television representative
Fred Eaton – Comcast

McLain called the meeting to order at 7:45 a.m. in the Village of Beverly Hills municipal building at 18500 W. Thirteen Mile Road.

AMEND AGENDA

McLain asked that the agenda be amended to add ‘Personnel Committee’ under the Committee Reports heading.

Motion by Borgon, second by Heldt, to amend the agenda to add item 5c: “Personnel Committee”.

Motion passed.

APPROVE MINUTES OF CABLE BOARD MEETING HELD FEBRUARY 19, 2014

Motion by Heldt, second by Lurie, that the minutes of a regular Cable Board meeting held on February 19, 2014 be approved as submitted.

Motion passed.

PUBLIC COMMENTS

None

TREASURER’S REPORT

Treasurer Colin Linsenman distributed and presented the Cable Board Quarterly Investment Report from October 1, 2013 through March 18, 2014. There were no questions or comments. McLain thanked Linsenman for the report.

COMMITTEE REPORTS

Cable Action Committee

Verdi-Hus stated that the Cable Action Committee was unable to meet this month due to the lack of available members. The next meeting is scheduled for April 3 at 5:30 pm at the Baldwin Public Library.

PEG Committee

Heldt commented that the Spring High School sports season is approaching. The Cable Board has provided funding for Bloomfield Community Television to tape and broadcast selected

Groves vs. Seaholm High School athletic events. Specific contests and dates have not been confirmed, but it is anticipated that a number of sporting events will occur prior to the April Board meeting. Heldt recommended authorizing an expenditure for the broadcast of up to five athletic contests at a cost of \$2,500 per event.

Motion by Heldt, second by Borgon, that the Birmingham Area Cable Board authorize up to five broadcasts of Groves vs. Seaholm High School sporting events by Bloomfield Community Television at a cost of \$2,500 per broadcast.

Roll Call Vote:
Motion passed (10 – 0).

Personnel Committee

In the absence of committee chairperson Stakhiv, McLain read a report summarizing the performance appraisal of Executive Director Cathryn White held on March 18. Eight Board members responded to Stakhiv's request for input on the evaluation. White appreciated both the commendations and critique given, and a plan of action was created to address all issues. Overall, the majority of Board members are extremely satisfied with the Executive Director's performance.

EXECUTIVE DIRECTOR'S REPORT

White reported on one complaint that was pending on the date of the last Board meeting. As of the date of the Executive Director's written report, no new complaints had been filed since the February meeting. However, White reported on one complaint that was submitted after the date of the written report which involved a Birmingham resident that the BACB assisted in January who was now experiencing billing issues with Comcast. The Executive Director's report included monthly financial reports and check disbursement information.

White and chairperson McLain attended the Michigan Association of Broadcasters Conference in Lansing on March 12. Presentations included Lobbying for Your Community and Social Media Branding as well as a policy and legal update on cable and right-of-way issues. McLain added that Kevin Gage, consultant for the MAB, gave an interesting speech.

Comcast has notified the Board of channel changes. Effective March 5, 2014, Sportsman (channel 739) and Sportsman HD (channels 990/1631) will be available as part of the Digital Preferred and Sports Entertainment packages.

Heyman entered the meeting at 7:57 a.m.

PROVIDER RELATED TOPICS

Comcast

Fred Eaton, Comcast Senior Manager of External Affairs, distributed a third year report on Comcast's Internet Essentials Program. This is a program whereby Comcast strives to close the digital divide by working through schools and community based organizations. The target audience is low-income households that have at least one child enrolled in a national school lunch program. Eaton presented highlights of the report.

In response to an inquiry, Eaton did not have any information or updates on the proposed Comcast merger with Time Warner Cable. Eaton related that the only areas that Time Warner services in Michigan is Menominee in the Upper Peninsula and Morenci, a city in southwestern Lenawee County.

AT&T

There were no representatives from AT&T present.

WOW

There were no WOW representatives present. Borgon related that the PEG channels are still not coming in clear on WOW channels.

BAPA/BAMA REPORT

Steve Rota highlighted programming outlined in the written report from Bloomfield Community Television on programming taped for Municipal Channel 15 (BAMA), PA Channel 18 (BAPA), and programming from BACB area organizations during the last month (information included in BCTV monthly report for February 20, 2014 – March 19, 2014).

The next camera workshop is scheduled for Tuesday, April 8 from 10:00 am to noon or 6:30 pm to 8:30 pm. Interested individuals can call 248-433-7790 to sign up.

The Program Development Committee met to discuss a new show on the topic of how to bake using a toaster oven. The show name is still in the works.

BCTV gave a studio tour to Tiger Cub Pack 1022 last week. Another group is coming in for a tour this afternoon.

Rota reported that he and Zack Florance met with Cathy White to attach a value to all old and new BACB owned equipment for insurance purposes, as well as the production truck. The records have been updated. White added that she met with the insurance agent from MMRMA, and everything is in order.

OLD BUSINESS

None

NEW BUSINESS

None

PUBLIC COMMENTS

None

BOARD COMMENTS

None

The meeting was adjourned at 8:06 a.m.



MEMORANDUM

IT Department

DATE: April 4, 2014
TO: Birmingham Area Cable Board
CC: Joseph Valentine, Interim City Manager
FROM: Gary M. Gemmell, IT Manager
SUBJECT: Phase 2 Municipal Connectivity Enhancement

In 2006 the City advertised a Request for Proposal (RFP) on the Michigan Inter-governmental Trade Network (MITN) for a solution intended to provide a Wi-Fi hotspot in a few limited locations within City Hall. Netch was the sole responding vendor who provided a proposal that met specification. Eight years later, this same equipment is now obsolete. It has now become apparent we must replace the equipment to continue an already approved BACB grant project and subsequent City purchase order for deployment of replacement wireless access points at the Birmingham Historical Museum & Park. To proceed with the Museum upgrade, given now apparent compatibility issues with older equipment at City Hall, five obsolete wireless access points must be replaced first. Not replacing the City Hall equipment would cause a total malfunction of the Wi-Fi system at City Hall, as new equipment will not function with the old.

Five access points must be replaced. Further, the City desires to significantly enhance public service by provisioning 10 additional access points within City Hall for the purpose of extending wireless coverage to cover the entire building. Using an approved BACB grant, the City requested a detailed study of comprehensive requirements. The City has determined 15 access points would provide the desired level of wireless coverage to provide 100% coverage for citizen activity and would enhance employee productivity for improved service to the public.

Netch was the past successful low bidder when the City sought bids for separate unrelated networking projects to connect sites with fiber optic communications equipment, provide replacement switching hardware, provide newer equipment to meet switching requirements of new phone system, and more recently, Netch did a fine job provisioning other wireless hardware for hot spot expansion at multiple other sites within the City. Netch has longstanding existing knowledge of the City computer network system and is a well qualified Cisco equipment partner.

Significantly, the City is eligible to receive Netch extendable contract pricing that provides for a 50% discount on labor and a 35% discount off Cisco list prices, based on a MICTA contract price. Extended contract pricing inclusive of all equipment and labor for the requested fifteen access points and controller upgrade to support the access points has been quoted at \$10,575.95.

Suggested Resolution:

To approve a grant in an amount not to exceed \$11,000 to the City of Birmingham for the upgrade and expansion of wireless services as Phase 2 of its municipal connectivity enhancements.



Quote Prepared By: Scott Sutherland
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 scotts@netechcorp.com

Model	Description	Qty	List Price	Ext. List	Unit Cost	Ext. Cost
AIR-CAP1602I-A-K9	802.11a/g/n Ctrlr-based AP Int Ant A Reg Domain	15	\$ 695.00	\$ 10,425.00	\$ 451.75	\$ 6,776.25
AIR-AP-T-RAIL-F	Ceiling Grid Clip for Aironet APs - Flush Mount	15	\$ -	\$ -	\$ -	\$ -
AIR-AP-BRACKET-1	802.11n AP Low Profile Mounting Bracket (Default)	15	\$ -	\$ -	\$ -	\$ -
SWAP1600-RCOVRY-K9	Cisco 1600 Series IOS WIRELESS LAN RECOVERY	15	\$ -	\$ -	\$ -	\$ -
L-LIC-CT2504-UPG	Upgrade Options for 2504 WLAN Controller (e-Delivery)	1	\$ -	\$ -	\$ -	\$ -
CON-SNTP-LCT25UP	SMARTNET 24X7X4 Upgrade Options for 2504 WLAN Controller	1	\$ -	\$ -	\$ -	\$ -
L-LIC-CT2504-1A	1 AP Adder License for 2504 WLAN Controller (e-Delivery)	3	\$ 260.00	\$ 780.00	\$ 169.00	\$ 507.00
CON-SNTP-LLICCT1A	SMARTNET 24X7X4 1 AP Adder License f	3	\$ 54.00	\$ 162.00	\$ 45.90	\$ 137.70
NET-INSTALL	NETech Installation, Training and Post Survey of City Hall	1	\$ 4,960.00	\$ 4,960.00	\$ 2,480.00	\$ 2,480.00
NETCBL	NETech Cat6 Cable Run for 3 new AP's	3	\$ 275.00	\$ 825.00	\$ 225.00	\$ 675.00

\$10,575.95



MEMORANDUM

Office of City Manager

DATE: November 1, 2013

TO: Birmingham Area Cable Board

FROM: Joseph A. Valentine, Assistant City Manager/HR Director

CC: Robert J. Bruner, Jr., City Manager
Sharon Ostin, Director of Finance/Treasurer

SUBJECT: Grant Request for Municipal Connectivity Enhancements

The City of Birmingham provided public wi-fi access in the City Commission chambers of the Municipal Building several years ago. This has helped facilitate public access to meeting materials and provided limited public access points in areas of the building. With the public expectation for wi-fi accessibility in public spaces, the City is looking to expand this service throughout the entire building. To proceed, a comprehensive study of the building and current system is necessary to determine a complete solution. This project is expected in two phases.

Phase 1 is to perform an assessment of the existing system and determine the requirements necessary to expand the system throughout the building. This initial study is expected to cost approximately \$2,000.00.

Phase 2 is to implement the study's finding and purchase and install the necessary equipment to provide the enhancements. Costs for this phase will become evident upon the completion of the initial assessment under Phase 1.

At this time, the City is seeking a grant in an amount not to exceed \$2,000.00 to complete an assessment of the Municipal Building to determine a complete solution for enhances services.

Thank you in advance for your consideration of this request.

Suggested Action:

To award a grant in an amount not to exceed \$2,000.00 to the City of Birmingham to conduct an assessment of the Municipal Building in order to expand public connectivity in the building.

MEMORANDUM

DATE: April 9, 2014

TO: Board Members

FROM: Cathy White

Re: Monthly Report

CUSTOMER COMPLAINTS

Complaint No. 2014-10 was submitted after the date of my last report and was pending on the date of our last meeting. This complaint was submitted by a Birmingham resident who received our assistance regarding service issues in January. She subsequently received Comcast bills that did not reflect the amounts for which she had been told she would be billed. A Comcast representative contacted this subscriber and her account was adjusted to reflect what she was promised. This complaint is now closed.

We have received six (6) complaints since the date of our last meeting. Complaint No. 2014-11 involved a request submitted on March 18, 2014 to find out why the Kreger House in Franklin had not yet been wired for cable. Since that date, Comcast cable service has been installed and I have spoken with the individual in charge of the project for Franklin. He is waiting for the equipment for the wi-fi service but indicates that this complaint can be closed.

Complaint No. 2014-12 consists of a request by a Franklin Village Council Trustee to assist him with getting Comcast service installed for his business in Oak Park. The installation had been either delayed, postponed or cancelled. I have been informed by Comcast that construction has been scheduled with an estimated due date of April 19, 2014 and, therefore, this complaint is pending.

Complaint No. 2014-13 was submitted by a Franklin resident who indicated that Comcast had either put up a new cable line or repaired the existing one along Franklin Road and had left branches and debris on his property that he wanted removed. He also submitted a complaint (Complaint No. 2014-14) involving problems he was experiencing with his AT&T internet service (slow speed). Comcast has indicated that the work was done by the Village in connection with new fiber for the schools. The subscriber was contacted by a Comcast representative to inform him that it was not a Comcast issue and he subsequently removed the debris himself. He has received a call from an AT&T representative regarding the internet issue but has not yet called him back. Complaint No. 2014-13 regarding Comcast is therefore closed but Complaint No. 2014-14 is pending.

Complaint No. 2014-15 was submitted by one of our Board members who lost internet service on Tuesday, April 1, 2014 and was unable to reach anyone through the Comcast 800-number who could assist her. A Comcast technician was sent to her residence on Friday, April 4, 2014 and service was restored. This complaint is now closed.

Complaint No. 2014-16 was filed on behalf of a Birmingham resident who is having problems with his Comcast music channels (ch. 400-450). In the evening the reception starts breaking up and he loses sound intermittently. This complaint is pending.

FINANCIAL

The account balance for the MBS, BBCU and Beverly Hills accounts will be provided via hard copies at the meeting, together with budget to actual figures.

CHECK DISBURSEMENT

Since the date of my last report, I have written seven (7) checks as follows:

1. The Hartford (workers comp insurance) \$333.00
2. Charter Twp of Bloomfield (BCTV-coverage of 2 sporting events) \$5,000.00
3. Pershing LLC (fund transfer to MBS) \$200,000.00
4. Charter Twp of Bloomfield (BCTV quarterly payment) \$46,856.25
5. Charter Twp of Bloomfield (BCTV internet fees) \$389.55
6. B & H Photo Video (studio equipment) \$462.44
7. B & H Photo Video (studio equipment) \$1,554.16

ADDITIONAL NOTE:

1. The California Assembly has passed a resolution to allow states and their municipalities to determine the best use of public, educational and government (PEG) funds. The resolution passed with a 71-1 vote and is currently in the California Senate Rules Committee awaiting consideration by the California Senate. In a press release, it was noted that California experienced the closure of 51 PEG access centers between 2007 and 2013.

Memo



To: BACB
From: Steve Rota
cc: Greg Kowalski, Cathy White & Elaine McLain
Date: 4/9/14
Re: Report March 20th, 2014 through April 16th, 2014.

BAMA Programs

During this time period we completed seven regularly scheduled municipal meetings and the BACB meeting.

In Studio

Two *County Corner* hosted by Marcia Gershenson.
On The Money with Meisner hosted by Andy Meisner.

On Location

Three *Baldwin Public Library Lectures*.
BASCC Lecture.
2014-2015 City of Birmingham Recommended Budget Video.
The Village of Beverly Hills Easter egg hunt.

BAPA Programs

From BACB area individual producers and organizations we've taped 16 programs. From individuals:

- ❖ Two *Spectacles* hosted by Betsy Laboe and Ellen Rogers.
- ❖ Three *Michigan Entrepreneur* hosted by Tara Kachaturoff.
- ❖ Three *Graceful Aging* hosted by Greg Bator.
- ❖ Three *Making a Difference at TCH* hosted by Camille Jayne.

From BACB area organizations:

- ❖ First Presbyterian Church - *Lunch & Learn Lecture*.
- ❖ *Birmingham Musicale*.
- ❖ Birmingham Bloomfield Community Coalition – *Youth Led Dialogue Day*.
- ❖ TCH *Senior Women's Club* – Lecture.
- ❖ *Birmingham Concert Band*.

CAMERA WORKSHOP

We had 8 residents attend our camera workshop last week. All eight plan on doing a show. Our next camera workshop has been scheduled for Tuesday, July 15th, 2014 from 10:00 AM to Noon or 6:30 PM to 8:30 PM. Call 248-433-7790 and sign up today!

PROGRAM DEVELOPMENT COMMITTEE

The morning of Tuesday, April 22 and Thursday, 24th are two tentative dates scheduled for the next PDC meeting.

TIGER CUB STUDIO TOUR

We gave Tiger Cub Pack 1022 Den 1 a studio tour a couple weeks ago.

BACB SPORTS

We are scheduled to cover

Boys Lacrosse: 4.17.14..... Girls Water Polo: 4.22.14..... Boys Baseball: 4.23.14
Girls and Boys Track: 4.29.14..... Girls Tennis: 5.1.14..... Girls Soccer: 5.2.14..... Girls Lacrosse: 5.12.14
Boys Baseball: 5.14.14..... Boys Baseball: 5.15.14..... Girls Double-Header Softball: 5.19.14