

BIRMINGHAM AREA CABLE BOARD MEETING

Wednesday, April 24, 2019 at 7:45 am

***Village of Beverly Hills

Council Chambers***

18500 West 13 Mile Road

1. Roll Call
2. Approve Meeting Minutes For Cable Board Meeting of March 20, 2019-M
3. Public Comments
4. PEG Grant Request- NEXT-M
5. Treasurer's Report
6. Request to Approve FY 2018-2019 BACB Budget Amendments-M
7. Request to Approve RFP for Cable Access Management Services –M
8. Request to Approve Disposal of Obsolete Equipment-M
9. Committee Reports
 - a. Cable Action Committee
 - b. PEG Committee
 - c. Personnel Committee
10. Executive Director's Report
11. Provider Related Topics
 - a. Comcast
 - b. AT&T
 - c. WOW
12. BAPA/BAMA Report
13. Old Business
14. New Business
15. Public Comments
16. Board Comments
17. Adjourn

PEG Committee meeting immediately following BACB meeting

BIRMINGHAM AREA CABLE BOARD MEETING MINUTES – March 20, 2019

Present: Abraham, Eick, Fenberg, McLain - Birmingham
 Borgon, Bresnahan, Gugni – Beverly Hills
 Absent: Shand - Birmingham
 Ettenson – Bingham Farms
 Stakhiv - Franklin
 Also Present: White – BACB Executive Director
 Currier – Attorney for Cable Board
 Black – Bloomfield Community Television

McLain called the meeting to order at 7:45 AM in the Village of Beverly Hills Municipal Building at 18500 W. Thirteen Mile Road.

APPROVE MINUTES OF CABLE BOARD MEETING HELD January 16, 2019.

Motion by Borgon seconded by Gugni and Eick to approve the minutes of the Regular Cable Board Meeting on January 16, 2019 as presented.

Motion Passed (7-0).

PUBLIC COMMENTS

None

MUNICIPAL SERVICES GRANT REQUEST – VILLAGE OF BEVERLY HILLS

Kristin Rutkowski, Village Clerk/Assistant Village Manager, requested a grant for upgraded dictation and transcription software which the Village had recently purchased. She described the Village's outdated system used in the past and the advantages of the new cloud-based system.

The request was in the amount of \$560.41 to cover the cost of the license, package, installation, training and sales tax.

Motion by Borgon, seconded by Fenberg to approve a Municipal Services grant in the amount not to exceed \$560.41 to the Village of Beverly Hills for the cost of the license, package, installation training and sales tax for the new cloud-based system called Phillips SpeechExec Pro.

Roll Call Vote:
 Motion Passed (7-0).

TREASURER'S REPORT

Fenberg reported on the interest income and the balance in the Multi-Bank account at the end of February. Today and Monday two (2) CDs will mature and will be re-invested.

REQUEST TO RATIFY PAYMENT TO VENDOR FOR REPLACEMENT OF AT&T ENCODERS

Motion by Borgon, seconded by Fenberg to ratify payment to StreamDynamics for the replacement of four (4) TouchStream encoders with UltraStream HDMI HD Encoders for the Web and VBrick encoders for AT&T Uverse compatible stream and Senior Engineer onsite installation and training in the amount not to exceed \$ 2,193.50.

Greg Black, Production Specialist, explained that at the January meeting Rota had mentioned the AT&T encoders failing and the need to replace them. This request is for the replacements.

Roll Call Vote:
Motion Passed (7-0).

REQUEST TO APPROVE PAYMENT FOR NEW EQUIPMENT TO COVER MEETINGS AT LOCATIONS THAT DO NOT HAVE A CONTROL ROOM

Greg Black introduced this item and referred to the quote #12552 from Advanced Lighting & Sound which included the cost of the TriCaster Mini Advanced HD-4 sdi Bundle Q1 2019. He defined the TriCaster mini as a “control room in a small suitcase”. This would allow the staff to bring multiple cameras to cover meetings and/or musical productions and be able to incorporate graphics for a better production. He gave examples of which meetings might benefit from this equipment. Part of the quote was for the cost of possible audio installation of the microphones in Bingham Farms Village Hall.

McLain suggested the vote for the Bingham Farms equipment be postponed until the Bingham Farms Council has had a formal vote on going forward with the project.

Motion by Borgon, seconded by Gugni to approve payment to Advanced Lighting & Sound for the purchase of the TriCaster Mini Advanced HD-4 sdi Bundle Q1 2019 and the appropriate equipment in the amount not to exceed \$15,500. Purchase of equipment for the Bingham Farms meetings will be postponed.

Roll Call Vote:
Motion Passed (7-0)

(Dollar amount in the Motion will be corrected and passed later in the meeting.)

COMMITTEE REPORTS

Cable Action Committee

Eick reported that there was nothing new to report. There had not been any complaints and the committee has received good positive feedback about the new website.

McLain stated that she had heard from the partner in this venture who would like some follow-up information from White, herself, and Eick. This morning McLain tried accessing the latest BACB meeting on her phone to test it and it appeared not to be as intuitive as they thought it

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would be. It is possible that it is not as user friendly as originally thought. She asked other Board members to try to access the website on their different phones.

The next meeting will be on April 4, the first Thursday of the month at 4:30 PM at the Baldwin Public Library.

Borgon commended the Cable Action Committee for doing the website. He agreed with McLain that other Board Members should access and navigate the website and provide opinions on it.

PEG Committee

Currently, the PEG Committee's focus is on the request for any bids for Cable Access Management which needed to be sent out. The BCTV contract expires at the end of June, 2019. White brought copies of the current BCTV contract to the meeting but could email them to anyone on request. Borgon asked the committee to review it and White to schedule a meeting at her convenience in early April to review comments in preparation of presenting a recommendation at next month's meeting.

Borgon stated the PEG meeting would not meet immediately after this one due to personal obligations.

Personnel Committee

Stakhiv was not in attendance at this meeting. However, through McLain, she reminded all Board Members to fill out and return to her the evaluation form for the Executive Director. White's review would then be scheduled.

EXECUTIVE DIRECTOR'S REPORT

White reminded those who wished to have a copy of the RFP for the PEG Committee to see her after the meeting or she could send it electronically to them.

There were two (2) Executive Reports since there was no meeting last month.

White referred to her monthly report dated February 22, 2019. There were two (2) new complaints since the January meeting. The first (1st) complaint came from a Birmingham resident, who had been helping his elderly mother cancel her Comcast service since the end of November, 2018 and had returned her equipment in December, 2018. The escalation team became involved and the account was disconnected and backdated to December 10, 2018. This complaint is closed. The second (2nd) complaint came from a Franklin resident who was experiencing black edges of varying widths on the top and sides of the TV picture. A technician was dispatched to the house, tightened or replaced connections but the black borders were still present. The technician found that this condition was only present on certain channels and nothing could be done to alleviate it. This was discussed with the subscriber. The resident's next bill included a charge for the service call which he contested because he had not been informed in advance when he initially spoke with a representative. The resident also stated that the representative should have told him that certain channels have black borders and there was no way to eliminate them. This complaint was pending in February, 2019 but resolved and a credit

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given to the customer as reported in White's report for March, 2019. McLain emphasized the importance of clarifying and documenting what service was to be performed, date and time scheduled, whether it is inside or outside, whether there is an underlining contract and whether there would be any charge for it. Also, ask for a reference and a confirmation number.

The account balances for the MBS, BBCU and Beverly Hills accounts as of January 31, 2019 were provided to the Board. The Fund balances were provided for this month (January, 2019); however, the Beverly Hills figures were not available for February, 2019 due to illness. Those would be available electronically as soon as she receives them.

Since the last meeting White has written four (4) checks on behalf of the BACB: Michigan 2019 NATOA membership renewal, Birmingham Bloomfield Chamber of Commerce membership renewal, State of Michigan truck license plate renewal and Charter Township of Bloomfield for BCTV filming of January sports events.

Additional Notes

The Cable Board would be researching social media policies of member communities and partners as it begins its review of a policy in preparation for BACB utilizing social media platforms. Staff has also received training on uploading items to the new website.

The Register received word and reported on January 25, 2019 that the FCC has been accused of colluding with the large cable companies it was supposed to oversee in order to protect a controversial decision over new 5G networks. The FCC had issued an order forcing local governments to charge no more than a flat fee of \$270 per site per year for 5G installations. Local governments were not in favor of such a restriction, with California being the most vocal. A challenge to that rule was issued resulting in the Chair of the House Commerce Committee sending a letter to the FCC. The letter requested any relevant communications between FCC staff and the telcos to determine if the FCC was trying to leverage its power as a regulator to influence regulated companies to seek a more friendly court. Currier added that legislation was introduced in Congress to overrule the FCC decision and was still in committee.

According to an article in the Motley Fool on February 11, 2019, depending on what the viewer wants in terms of streaming services, cord cutting does not always save viewers money. Consumers need to consider what they save versus what they would be giving up if they cut the cord.

Since her last report of March 15, 2019, there have been four (4) complaints. The first (1st) complaint came from a Birmingham resident about a downed wire behind his business which was believed to have belonged to Comcast. Subsequently, it was determined to belong to AT&T. This complaint is pending. The second (2nd) complaint came through the website from a Beverly Hills resident concerning WOW not posting on-line the termination date of his two-year contract. He also felt subscribers should not have to pay an early termination fee because this contract information was not in the account. A WOW representative told him that such information was not posted on their website or the billing statement and the company did not have plans to do so. For more information, call WOW customer service at 1-866-496-9669. This complaint was closed. McLain advised subscribers of all cable services to write down all pertinent information

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regarding their contract, including the termination date. The third (3rd) complaint came from a Birmingham resident who had been having problems viewing the Birmingham City Commission meetings on AT&T's Channel 99. BCTV was contacted about this and it appeared to be a problem with the subscriber's home equipment. An AT&T technician was out to address the equipment issue. This issue is pending. The fourth (4th) complaint involved downed Comcast lines in a Birmingham resident's backyard. This complaint is closed.

Referencing the third (3rd) complaint, McLain advised that when a subscriber sees or hears an interruption of service on a public access channel to please report it in "real time". She further explained that in some cases BCTV does not see the signal that is going out. They can see if they are sending a signal, but they can't actually watch it on TV. They can look at it on the phone and a computer but not on a TV in "real time". Call BCTV #: 248-433-7790 and leave a message. That message goes to whoever is on call for BCTV. For this particular situation, Rota was on call and started to troubleshoot it and she, herself, was on the phone and personally involved. In the past there were different problems which could be solved in several ways. The BCTV equipment has been upgraded and BCTV is aware of some of the on-going issues. The Cable Board's mission is to provide every platform for everyone to access. There is a back-up system so even if a program is interrupted it has been recorded without interruptions and would be replayed in its entirety at a later date.

Black re-iterated that if any viewers experience any kind of interruption related to either the municipal access channel or the public access channel, call 248-433-7790 between 7 AM and 5:30 PM Monday through Thursday, or please leave a message for the person on call.

In response to a question from Abraham, McLain stated that older equipment can be swapped out for a box that would accept all the new updates. She continued by saying that contacting the provider directly to diagnose and troubleshoot the problem can be very beneficial. Additionally, she advised residents to ask questions, such as: Does the equipment need to be replaced or specialized assistance? Does the customer have an underlying contract that covers a home visit? Is there a charge for an inside visit? Is there a charge for an outside visit? All these questions need to be researched.

The subject and ramifications of how a PEG signal is sent was discussed.

White wrote seven (7) checks last month on behalf of the BACB, four (4) of which were for the Administrative Grants approved in January to City of Birmingham, Village of Beverly Hills, Village of Franklin and Village of Bingham Farms. A check was approved for BCTV which filmed three (3) February sports events.

Additional Notes

Multichannel News reported on March 5, 2019 that House Democrats introduced a Bill to reinstate Net Neutrality. The Restoring Internet Freedom (RIF) Order which is currently in place would be replaced by the Title II-based Open Internet Order.

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Comcast will be changing its channels that will impact the Xfinity Latino package and adding a new channel effective April 12, 2019. On April 8, 2019 some channels would be cancelled due to the expiration of Comcast's programming agreement with TuTV.

The new contact information for Kristin Rutkowski, Beverly Hills new Village Clerk/Assistant Village Manager is: 248-646-6404 ext.223 and email address: krutkowski@villagebeverlyhills.com.

PROVIDER RELATED TOPICS

a. Comcast

There was no representative present.

b. AT&T/Uverse/Direct TV

There was no representative present.

c. WOW

There was no representative present.

To re-enforce the process of reporting problems, etc., McLain explained that the BACB escalation team is connected through White so that all complaints, concerns, or compliments sent directly to the BCTV website or through the cable access phone (248-336-9445) would be written up as a complaint, etc. with the basic facts and the subscriber would get a response. Complaints go immediately through White to the provider's contact people who are responsible for following up and then giving White (BACB) feedback so she has a response. If you do not hear within 24 hours, please let the Cable Board know.

BAPA/BAMA REPORT

Rota was not in attendance.

Black did some calculations for the amount of money approved for the new equipment, TriCaster mini, and it actually totaled \$15,884. He requested that the amount be corrected in a new motion.

Motion by Borgon, seconded by Gugni to approve payment to Advanced Lighting & Sound for the purchase of the TriCaster Mini Advanced HD-4 sdi Bundle Q1 2019 and the appropriate equipment in the amount not to exceed \$16,000. Purchase of equipment for the Bingham Farms meetings will be postponed.

Roll Call Vote:

Motion Passed (7-0)

Black referred to Rota's memo to BACB dated February 21, 2019. He listed the completed **BAMA** Programs which were fourteen (14) regularly scheduled municipal meetings, the BACB meeting, the Parks and Rec Board meeting, two (2) Zoning Board meetings, Advisory Parking Committee meeting, two (2) Multi-Modal Board meetings, and three (3) Baldwin Library Board Meetings.

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For the **BAPA** Programs, from the BACB area individual producers and organizations, twenty-one (25) programs were taped, all of which he listed.

PRODUCER WORKSHOPS and/or CAMERA WORKSHOPS- BCTV is offering a one-on-one session for those who are interested in producing their own show and for those who want to volunteer and experience “behind the scenes”, as well as do some programming. Please call 248-433-7790 and BCTV will schedule a date and time for you.

Since the BACB’s last meeting the Baldwin Library equipment was approved and has been installed. It was working well at Monday’s Baldwin Library Board meeting.

The request for new equipment was covered earlier in the meeting, as was the ordering and installation of the new AT&T encoders.

Borgon had positive comments about Joe Valentine’s show, Inside City Hall. He suggested that the new Village Clerk of Beverly Hills might want to do something similar for the benefit of its residents.

OLD BUSINESS

None

NEW BUSINESS

None

PUBLIC COMMENTS

None

BOARD COMMENTS

McLain re-enforced the contact numbers for all three (3) providers: AT&T Uverse – 1-800-288-2020; WOW – 1-866-496-9669; Comcast – 1-800-266-2278.

For years the Cable Board has asked to have BACB’s number on the bill, but to no avail.

Call the BIRMINGHAM AREA CABLE BOARD PHONE 248-336-9445 with complaints, comments and suggestions.

Next month’s meeting will be the fourth (4th) Wednesday in April, April 24, 2019.

There being no further business, the meeting was adjourned at 8:30 AM.



Next
Your Place to Stay Active & Connected

Cris Braun
Executive Director
CBraun@birmingham.k12.mi.us
248.203.5270

Proudly serving the 50+ population of Birmingham, Bingham Farms, Beverly Hills, Franklin, and surrounding areas.

March 15, 2019

Ms. Cathy White
Birmingham Area Cable Board
P.O. Box 165
Birmingham, MI 48012

Dear Ms. White and the Birmingham Area Cable Board,

Next, Your Place to Stay Active & Connected, is a non-profit organization proudly serving 50 plus residents in Birmingham, Beverly Hills, Bingham Farms, Franklin and many surrounding communities. Next receives very little municipal funding and relies on a diverse revenue stream, which includes strong community partners like the Birmingham Area Cable Board, in order to provide crucial services to our area residents.

Over the past few years, Next has seen a large shift in our community, understanding the 50 plus residents are the fastest growing demographic. We are committed to meet and exceed the needs of our growing 50 plus population, and part of that is keeping up to date our very user-friendly website that more and more people use for information, registration and suggested resources. The Next website was created in July, 2015 and is in need of updates. Expression Engine, the content management system version we use is quite old, 2.10, the current version is 5.13. A lot of improvements have been made that will improve the customer experience as well as bring up to date many of the add-ons we use such as images, navigation, structure, notifications, and reports.

We would like to contract with drw Designs, the creator of our current website and the firm we have been using to troubleshoot for the last several years. The cost of licensing and software upgrades are as follows:

\$ 125.00 Espresso Store licensing fee
\$ 99.00 calendar upgrade
\$ 149.00 form upgrade
\$ 65.00 channel image upgrade
\$ 49.00 text editor
\$ 4,400.00 design/development time estimate 40 hours at \$110/hour

Total = \$4,887.00





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Cris Braun
Executive Director
CBraun@birmingham.k12.mi.us
248.203.5270

Proudly serving the 50+ population of Birmingham, Bingham Farms, Beverly Hills, Franklin, and surrounding areas.

In addition, Next would like to respectfully ask for financial support to help defray expenses associated with continued costs to maintain our internet, cable and registration software for the center. In the 2017-2018 fiscal year, our expenses totaled \$5,126.28. Please see the attached budget.

Next is grateful for the opportunity to submit a grant request for \$10,013.28 for both the five year old website in need of updates for \$4,887.00, and the annual expenses of \$5,126.28 to the Birmingham Area Cable Board.

Supporting Next, and the communities we serve, aligns directly with the Cable Board’s goals. Next is not only a warm and welcoming place to gather, learn and explore, but Next also provides comprehensive resources to keep residents active and connected.

Thank you for your consideration.

Respectfully,

Cris Braun
Executive Director – Next



TO: BOARD MEMBERS

FROM: BACB EXECUTIVE DIRECTOR

SUBJECT: REQUEST TO APPROVE AMENDMENTS TO BACB FY2018-2019 BUDGET

BASED ON CURRENT OR EXPECTED EXPENDITURES TO DATE, IT IS NECESSARY TO AMEND THE FY2018-2019 BUDGET TO INCREASE OR DECREASE CERTAIN LINE-ITEM BUDGETED AMOUNTS AS FOLLOWS:

1. INCREASE THE BUDGETED AMOUNT FOR ADMINISTRATIVE GRANTS FROM \$102,061.00 TO \$293,491.00 TO REFLECT THE AMOUNTS ACTUALLY PAID TO THE FOUR COMMUNITIES
2. INCREASE THE AMOUNT BUDGETED FOR WEBSITE EXPENSES FROM 3,500.00 TO \$15,000.00 TO REFLECT THE AMOUNT PAID TO MUNIWEB IN THE CURRENT FISCAL YEAR (AS AUTHORIZED LAST YEAR BY THE BOARD FOR WEBSITE REDESIGN)
3. INCREASE THE AMOUNT BUDGETED FOR EQUIPMENT FROM \$10,000 TO \$40,000 TO REFLECT RECENT PURCHASES AUTHORIZED BY THE BOARD
4. REDUCE THE AMOUNT BUDGETED FOR TRUCK PURCHASES FROM \$40,000.00 TO \$10,000.00 SINCE THERE IS NO NEED TO INVEST IN THE TRUCK EQUIPMENT BASED ON LAST YEAR'S UPGRADES
5. INCREASE THE AMOUNT BUDGETED FOR PEG GRANTS FROM \$101,000 TO \$115,000 TO REFLECT GRANTS AUTHORIZED SO FAR THIS YEAR AND TO INSURE THAT THERE ARE SUFFICIENT BUDGETED FUNDS IN THIS CATEGORY WHICH MAY BE NEEDED BEFORE JUNE 30, 2019

THANK YOU FOR YOUR FAVORABLE CONSIDERATION OF THIS REQUEST.

REQUEST FOR PROPOSALS FOR CABLE ACCESS MANAGEMENT

I. SCOPE OF WORK

The Birmingham Area Cable Board is soliciting proposals to provide cable access management for its government and public access channels. The provider will be required to:

PROGRAMMING

1. Operate two cable channels for the Birmingham Area Cable Board (BACB) comprising of four municipalities (Birmingham, Beverly Hills, Bingham Farms, and Franklin Michigan). The two channels are: Birmingham Area Municipal Channel (BAMA) and Birmingham Area Public Access (BAPA).
2. Produce original programming for BAMA and BAPA (see Article II)
3. If necessary, acquire other appropriate programming to air on both channels.
4. Provide live and recorded coverage of municipal meetings and events (see Programming Requirements below).

EQUIPMENT

5. Provide and make available an acceptable production facility for Government and public access productions.
6. Provide video monitoring for both stations at the studio 24/7

TRAINING

7. Provide training program for community access producers.

PERSONNEL

8. Provide all staffing necessary to accomplish all terms of this assignment, Including identification of writers and producers for creative development.

II. PROGRAMMING REQUIREMENTS

1. There is to be 24/7 programming for each channel, including repeat broadcasts, with at least ____ hours of original programming. Specific program examples are included in Attachments A1 and A2.

2. A monthly programming guide solely for BACB scheduled productions shall be produced by the provider in paper and electronic form at their expense and distributed to BACB board members with quantities delivered to each Municipality and other key locations.
3. The provider must:
Produce live coverage for the City of Birmingham-City Commission twice a month, Planning Board twice a month, Zoning Board of Appeals once a month, Multi Modal once a month, Parks and Rec once a month, Advisory Parking Board once a month, Birmingham Joint meetings 2-6 per year. For the Village of Beverly Hills-Council meetings twice a month. For the Village of Franklin-Trustee meeting once a month, special meetings 1-3 per year. BACB meeting once a month. Baldwin Library Board once a month. Produce up to 165 live broadcast of municipal and community-wide
In 2018, for example there were 147 such meetings.
4. Produce 18-22 sports programs per year. All Birmingham Groves vs. Seaholm high school sports.
5. Produce community public access programs as requested. Last year we produced 140-150 programs in studio.
6. Local organization programs. 90-100 on-location shows per year.
7. Provide electronic bulletin boards independently and uniquely for both Channels.

III RESPONSIBILITIES

- A. The vendor shall be responsible for:
 1. The operation and maintenance of a public access television facility.
 2. All payroll, payroll taxes and employee benefits.
 3. Quarterly truck maintenance and garage for BACB truck.
 4. An office to edit tapes and run the electronic bulletin boards and other associate equipment, including playback equipment.
 5. Capital equipment to produce and edit all programming.
 6. Programming and other requirements as described under Article II.
 7. A management representative to attend al live BACB meetings.

B. The BACB shall provide:

1. The cost of providing a link between vendor's facility to the Head end.
2. Capital equipment for playback of programming on both channels including system used for the electronic bulletin boards.
3. BACB owns and has equipped a remote truck that is used for off-site productions.

IV VOLUNTEERS

Much of the program is produced by citizen volunteers. Therefore, an important part of this contract is to recruit, train, and develop a good working relationship with volunteers. The proposal should indicate experience in working with volunteers, including recruiting, motivating, training and generally keeping volunteers interested in participating.

V. EXAMPLES OF WORK

Samples of previous work shall be submitted with each proposal. Applicants should provide biographical information on all key personnel. Any work done for the BACB shall become its property without reimbursement to the company making the proposal.

VI. COMMITMENT TO COMMUNITY

The fundamental purpose of the governmental and public access channels is to provide citizens with essential information about their communities. Applicant should provide a written narrative outlining past experiences with Community Television production or community involvement and briefly describe ways the current service might be enhanced.

VII TERMS

A proposal for three years is requested beginning _____. The contract may be cancelled by either party with a written 90 day notice. Should for any reason either party cancel the contract and a new vendor be signed, the current vendor, shall be responsible in consulting with new vendor to ensure a smooth transition for a period up to but not exceeding the 90 days of notice.

Potential Cable Legislation/Telcom reform bills (State or Federal) may change responsibilities of the BACB and/or vendor revenues and subsequent ability to perform services under contract.

VIII. ADMINISTRATION

It is understood and agreed that the vendor is an independent contractor and all employees are the responsibility of the vendor. The vendor is responsible for all such administrative employment matters such as payment of all federal, state, and local employee taxes, providing workers compensation coverage, compliance with Federal, F.I.S.A., Michigan Wage and Hour Act, TEFRA and any and all other non-obligatory fringe benefit programs for its employees. The vendor agrees to hold the BACB harmless from those expenses directly related to its failure to withhold taxes, to provide benefits for its employees, or to comply with applicable state and federal laws. However, the vendor shall not be liable in any event for the BACB's loss of profit, business goodwill or other consequential, special or incidental damages, excluding theft, involving its employees.

IX. STAFFING

The vendor will provide the necessary employees to produce the designated programs and staffing of production facility. The vendor may, from time to time, reassign any of its employees. However, at all times the vendor shall provide sufficient personnel to fulfill the requirements of this contract.

X. BILLING

BACB will pay for services rendered upon receipt of invoice from the provider, based upon a payment schedule agreeable to all parties.

XI. INSURANCE

The vendor shall maintain comprehensive general liability, auto liability and Workers Compensation insurance in accordance with standard Birmingham City policy. The vendor shall furnish all certificates of insurance required in Attachment B within (10) ten days of the notice of the proposal awarded by the Birmingham Area Cable Board.

XII ATTACHMENTS

Attachments A1 and A2 provide specific programs which have been produced and televised on BAMA and BAPA in the calendar year 2018.

Attachment B outlines the Insurance requirements

Attachment C is the proposal form

XIII PROPOSAL FORM AND DEADLINE

Two copies of the attached proposal form should be completed and returned to the Birmingham City Clerk's office by 2:00 PM on_____.

ATTACHMENT B

MINIMUM INSURANCE REQUIREMENTS

Vendor shall maintain comprehensive general public insurance with a minimum coverage of one million dollars (\$1,000,000). In addition, if any employee is to drive a vehicle in connection with performing services on behalf of the Board, automobile public liability insurance shall be maintained against liability for bodily injury and property damage with a minimum combined single limit of one million dollars (\$1,000,000). The Board, its members, and representatives shall be named as additional insurers under such policy.

Vendor shall also maintain Workers Compensation Insurance and Unemployment Insurance covering all of its employees filling staff positions.

Vendor shall furnish the Board a copy of each of the foregoing policies or certificates of insurance in lieu of copies. Upon request of the Board, vendor shall cause its underwriters to furnish written certification to the Board that the required insurance is in full force and effect.

Book Detail with Acct Numbers

FYE: 6/30/2018

Asset Id	Property Description	Date In Service	Book Cost	Book Sec	179 Exp	Book Prior Depreciation	Book Current Depreciation	Book End Depr	Book Net Value	Book Method	Book Period	Custom
Group: Equipment												
1	Panasonic DVC Pro Recorder and 4	2/10/03	7,387.22	0.00	0.00	7,387.22	0.00	7,387.22	0.00	S/L	10.00	
2	Gooseneck Microphone	3/01/04	938.50	0.00	0.00	938.50	0.00	938.50	0.00	S/L	10.00	
3	Service Parts: Logostar inserter, cha	12/31/05	1,855.60	0.00	0.00	1,855.60	0.00	1,855.60	0.00	S/L	10.00	
4	Intel P4, Gold Digital Processing	12/31/05	2,319.44	0.00	0.00	2,319.44	0.00	2,319.44	0.00	S/L	10.00	
5	Logostar Inserter	12/31/05	387.75	0.00	0.00	387.75	0.00	387.75	0.00	S/L	10.00	
6	Channel License for Cablecast	1/31/06	669.92	0.00	0.00	669.92	0.00	669.92	0.00	S/L	10.00	
7	Panasonic DVD Player (3)	8/07/06	201.00	0.00	0.00	201.00	0.00	201.00	0.00	S/L	5.00	
8	Leighttronix Interface (3)	8/07/06	321.00	0.00	0.00	321.00	0.00	321.00	0.00	S/L	5.00	
9	Viewsonic Black LCD	1/23/07	249.00	0.00	0.00	249.00	0.00	249.00	0.00	S/L	5.00	
10	Video Scan Converter	6/07/07	209.95	0.00	0.00	209.95	0.00	209.95	0.00	S/L	5.00	
11	Electronic Bulletin Board Sys & Inst	10/23/07	13,093.00	0.00	0.00	13,093.00	0.00	13,093.00	0.00	S/L	10.00	
12	Pana HD Camcorder (2)	9/13/07	9,620.80	0.00	0.00	9,620.80	0.00	9,620.80	0.00	S/L	10.00	
13	Pana HD Camcorder	9/30/07	3,300.00	0.00	0.00	3,300.00	0.00	3,300.00	0.00	S/L	10.00	
14	4 Ch playback	9/13/07	11,718.00	0.00	0.00	11,718.00	0.00	11,718.00	0.00	S/L	5.00	
15	Computer Equipment	3/15/10	1,658.34	0.00	0.00	1,658.34	0.00	1,658.34	0.00	S/L	5.00	
16	Panasonic P2 HD Recorded Player	4/30/11	21,465.00	0.00	0.00	15,025.50	2,146.50	17,172.00	4,293.00	S/L	10.00	
17	Adobe TV Premiere Pro	4/07/11	1,554.42	0.00	0.00	1,554.42	0.00	1,554.42	0.00	S/L	5.00	
18	IC Player	3/25/11	844.80	0.00	0.00	844.80	0.00	844.80	0.00	S/L	5.00	
19	Infocaster High Performance Player	3/25/11	1,500.00	0.00	0.00	1,050.00	150.00	1,200.00	300.00	S/L	10.00	
20	Panasonic P2 Card Readers (4)	3/25/11	1,284.00	0.00	0.00	1,284.00	0.00	1,284.00	0.00	S/L	5.00	
21	Sony PC Graphics Input Card	3/22/11	1,565.00	0.00	0.00	1,565.00	0.00	1,565.00	0.00	S/L	5.00	
22	Sony S-Video Input Card	3/22/11	1,478.00	0.00	0.00	1,478.00	0.00	1,478.00	0.00	S/L	5.00	
23	Lowel RSifa ex 55 with EHC Lamp	3/14/11	1,010.00	0.00	0.00	1,010.00	0.00	1,010.00	0.00	S/L	5.00	
24	Pana P2 HD Camcorder	3/15/11	8,937.32	0.00	0.00	6,256.12	893.73	7,149.85	1,787.47	S/L	10.00	
25	2" HDTV View finder	3/23/11	5,435.98	0.00	0.00	3,805.19	543.60	4,348.79	1,087.19	S/L	10.00	
26	Gliddecam Vista Crane Full Base	5/12/11	16,576.00	0.00	0.00	11,660.20	1,657.60	13,260.80	3,315.20	S/L	10.00	
27	Panasonic P2 Card 64 GB	2/24/11	6,460.00	0.00	0.00	6,460.00	0.00	6,460.00	0.00	S/L	5.00	
28	Portable live video and audio stream	9/20/12	9,540.00	0.00	0.00	9,540.00	0.00	9,540.00	0.00	S/L	5.00	
29	Grass Valley 7" LCD Color Viewfit	11/06/12	5,752.00	0.00	0.00	5,752.00	0.00	5,752.00	0.00	S/L	5.00	
30	Grass Valley Switcher Board	1/01/14	15,000.00	0.00	0.00	12,000.00	3,000.00	15,000.00	0.00	S/L	5.00	
31	Semheiser ME2 omnidirectional coi	1/01/14	755.94	0.00	0.00	453.56	151.19	604.75	151.19	S/L	5.00	
32	Americon-DI recharh Lith Batt	1/01/14	719.96	0.00	0.00	575.97	143.99	719.96	0.00	S/L	5.00	
33	Anton Bauer kionic -90	1/01/14	1,137.00	0.00	0.00	909.60	227.40	1,137.00	0.00	S/L	5.00	
34	Canare 75 OHM BNC	1/01/14	599.90	0.00	0.00	479.92	119.98	599.90	0.00	S/L	5.00	
35	Kramer ext range 3G HD SDI	1/01/14	899.00	0.00	0.00	719.20	179.80	899.00	0.00	S/L	5.00	
36	IKAN IFB576 BI-CLR LED	1/01/14	985.00	0.00	0.00	788.00	197.00	985.00	0.00	S/L	5.00	
37	Hewlett Packard Z220 X-E3	1/01/14	1,799.99	0.00	0.00	1,439.99	360.00	1,799.99	0.00	S/L	5.00	
38	Adobe Premier Pro F/Win	1/01/14	709.00	0.00	0.00	567.20	141.80	709.00	0.00	S/L	5.00	
39	Newtek 3 play 425 instant replay	1/01/14	14,995.00	0.00	0.00	11,996.00	2,999.00	14,995.00	0.00	S/L	5.00	
40	DEFY G3 Gimbal	1/01/14	3,800.00	0.00	0.00	3,400.00	760.00	3,800.00	0.00	S/L	5.00	
41	Canon EOS C100 EF Camera	1/01/14	6,099.00	0.00	0.00	4,879.20	1,219.80	6,099.00	0.00	S/L	5.00	
42	Zacuto DSLR Marauder	1/01/14	528.00	0.00	0.00	422.40	105.60	528.00	0.00	S/L	5.00	
43	Black Magic Blackmagic Pocket Ci	1/01/14	849.00	0.00	0.00	679.20	169.80	849.00	0.00	S/L	5.00	
44	Canon XF 105 HD Camcorder	1/01/14	2,595.00	0.00	0.00	2,076.00	519.00	2,595.00	0.00	S/L	5.00	
45	Terradel Bolt Wriess HD-SDI VID	1/01/14	3,958.00	0.00	0.00	3,166.40	791.60	3,958.00	0.00	S/L	5.00	
46	Semheiser EW 135P G3 HH Sys	1/01/14	859.90	0.00	0.00	687.92	171.98	859.90	0.00	S/L	5.00	
47	AJA HD Sdt e embeddeed	1/01/14	1,118.00	0.00	0.00	894.40	223.60	1,118.00	0.00	S/L	5.00	
48	Tightrope CBL	1/01/14	24,295.00	0.00	0.00	19,436.00	4,859.00	24,295.00	0.00	S/L	5.00	
49	Tightrope Cablecast CG Bulletin Bc	1/01/14	7,412.00	0.00	0.00	5,929.60	1,482.40	7,412.00	0.00	S/L	5.00	

Book Detail with Acct Numbers

Asset Id	Property Description	Date In Service	Book Cost	Book Sec 179 Exp	Book Prior Depreciation	Book Current Depreciation	Book End Depr	Book Net Book Value	Book Method	Book Period	Custom
Group: Equipment (continued)											
54	Utah 100 Control Panel	1/01/14	573.00	0.00	458.40	114.60	573.00	0.00	S/L	5.00	
55	Redrock One Man Crew Complete	1/01/14	1,495.00	0.00	1,196.00	299.00	1,495.00	0.00	S/L	5.00	
56	Utah 100 UDS 322 Frame loaded	1/01/14	3,352.00	0.00	2,681.60	670.40	3,352.00	0.00	S/L	5.00	
57	AJA HD/SD 10 bit	1/01/14	795.00	0.00	636.00	159.00	795.00	0.00	S/L	5.00	
58	Panasonic 2X 64GB Microp 2 cards	1/01/14	1,380.00	0.00	1,104.00	276.00	1,380.00	0.00	S/L	5.00	
59	Black Magic analog to SDI Convert	1/01/14	750.00	0.00	600.00	150.00	750.00	0.00	S/L	5.00	
60	Black Magic smartview studio	1/01/14	610.00	0.00	488.00	122.00	610.00	0.00	S/L	5.00	
61	Vint Vision 3 System	9/13/07	3,256.00	0.00	3,256.00	0.00	3,256.00	0.00	S/L	5.00	
			Equipment		238,657.73	25,005.37	227,723.68	10,934.05			
					202,718.31	25,005.37	227,723.68	10,934.05			
Group: Production Van											
62	Production Van Equipment	1/01/08	575,744.00	0.00	575,744.00	0.00	575,744.00	0.00	S/L	10.00	
63	Chevy C-5500 Van	9/01/08	177,639.00	0.00	79,937.55	8,881.95	88,819.50	88,819.50	S/L	20.00	
64	Production Van Equipment	1/01/09	99,782.00	0.00	89,803.80	9,978.20	99,782.00	0.00	S/L	10.00	
65	2X Canon XF105 Camcorders	1/01/16	4,990.00	0.00	1,996.00	998.00	2,994.00	1,996.00	S/L	5.00	
66	Redrock Micromatbox Std Bundle	1/01/16	637.95	0.00	127.60	63.80	191.40	446.55	S/L	10.00	
67	Teradek Bolt 990 Pro 2000 SDI/HD	1/01/16	7,449.00	0.00	2,979.60	1,489.80	4,469.40	2,979.60	S/L	5.00	
68	3x 7 inch LCD Color viewfinders	1/01/16	16,121.00	0.00	6,448.40	3,224.20	9,672.60	6,448.40	S/L	5.00	
69	Triax Cable Assemble	1/01/16	1,017.00	0.00	203.40	101.70	305.10	711.90	S/L	10.00	
70	Vinten Vison Blue Systems w	1/01/16	3,560.85	0.00	712.18	356.09	1,068.27	2,492.58	S/L	10.00	
71	Update Production Van Equip	5/21/18	86,398.00	0.00	0.00	719.98	719.98	85,678.02	S/L	10.00	
			Production Van		973,338.80	25,813.72	783,766.25	189,572.55			
			Grand Total		1,211,996.53	50,819.09	1,011,489.93	200,506.60			

MEMORANDUM

DATE: April 17, 2019
TO: Board Members
FROM: Cathy White
Re: Monthly Report

CUSTOMER COMPLAINTS

We have received two (2) complaints since the date of my last report. Complaint No.2019-08 was received from a Birmingham resident who indicated that AT&T was running fiber in his neighborhood approximately one month ago but no work has been done since. He would like to know when they will complete the work, especially since the pole appears to be leaning. The AT&T escalation team representative is looking into this matter for us and this complaint is pending.

Complaint No. 2019-09 was received from a Birmingham resident who is unhappy with the fact that the pole in her backyard seems to be overly burdened with cable boxes/wires compared to all the other poles in her neighborhood. She would like a technician to review the situation to determine whether there are any options for Comcast to place its facilities on a different pole. This complaint is pending.

FINANCIAL

The account balance for the MBS, BBCU and Beverly Hills accounts as of March 31, 2019 will be e-mailed to all Board members. This information will also be provided via hard copies at the meeting, as well as budget to actual figures.

CHECK DISBURSEMENT

No checks have been written since the date of our last meeting.

ADDITIONAL NOTES:

1. We received a nice thank you message from Doug Koshik who wrote: "All upgrades in the Baldwin Library Rotary Room have been completed and we're very pleased with the results.

Many thanks to the BACB for giving us a \$45,000 grant last year, which helped us accomplish that work.”

2. USA Today reported on March 19, 2019 that three video subscriptions seem to be the ticket for cord cutters and binge watchers. However, many consumers are beginning to feel weighed down by too many subscriptions, a new survey has found. Even as more consumers subscribe to video delivered over the internet, nearly half (47%) of those surveyed say they are experiencing subscription fatigue. There are now more than 300 streaming services to choose from- up from 200+ a year ago- and consumers may be feeling overwhelmed.

3. Multichannel News reported on March 26, 2019 that the House Communications Subcommittee has voted along party lines to refer the Save the Internet Act (HR 1644) to the full committee, where it is also expected to be favorably reported out. House passage is also likely, though the Republican-controlled Senate will involve a much tougher debate. HR 1644 is the bill that would restore the rules Title II classification of internet access and rules against blocking, throttling and paid prioritization. It would also impose a general conduct standard that would let the FCC address other conduct that did not fall under those rules if it felt that such conduct impeded access to an open internet.

4. USA Today reported on April 14, 2019 that even though consumers can get sports packages from streaming services, even paying to watch brings a new wrinkle: blackouts for local games. The article highlighted that getting sport events on streaming services is not necessarily easy or satisfactory, concluding that “if you’re a fan of a local sports team and like watching them on a regional sports network, cutting the cord is almost never an option.”

5. Comcast has informed us about a change to XFINITY TV services. As of May 2, 2019, the monthly rate for Acorn TV will change from \$4.99 to \$5.99 per month. This price change is due to an increase in programming costs from Acorn TV. Customers are being notified of this change through bill messages.



Bloomfield Community Television

Memorandum

Bloomfield Township

To: BACB

From: Steve Rota

Subject: Report March 21st, 2019 through April 17th, 2019

Date: April 11th, 2019

Cc: Greg Kowalski; Cathy White; Elaine McLain, Bob Borgon

BAMA Programs

During this time period we've completed seven regularly scheduled municipal meetings, the BACB meeting, Parks and Recreation Meeting, Zoning Board meeting, Two Special Birmingham Special meetings and the Baldwin Library Board Meeting.

BAPA Programs

From BACB area individual producers and organizations we've taped 25 programs. From individuals:

- ❖ *Inside City Hall April edition* hosted by Joe Valentine.
- ❖ *Three Eye on Oakland* hosted by Chuck Moss and David Potts.
- ❖ *Four Michigan Entrepreneur* hosted by Tara Kachaturoff.
- ❖ *Three Making a Difference at TCH* hosted by Bill Seklar.

From BACB area organizations:

- ❖ *Birmingham Bloomfield Chamber Health Care Forecast.*
- ❖ *BACB Sports Girls Soccer Game 1.*
- ❖ *BACB Sports Softball Double-Header.*
- ❖ *BACB Sports Girls Lacrosse.*
- ❖ *Birmingham Bloomfield Republican Club Lecture.*
- ❖ *Birmingham Musicale.*
- ❖ *Birmingham Concert Band.*
- ❖ *First Presbyterian Church Lunch and Learn Lectures.*
- ❖ *Birmingham Museum Lecture.*
- ❖ *Two Women's Club Lecture.*
- ❖ *Plant Based Nutrition Support Group Lecture.*
- ❖ *Women Officials Network Lecture.*
- ❖ *Birmingham Republican Women's Club Lecture.*
- ❖ *Birmingham Bloomfield Community Coalition Youth Dialogue Day.*

PRODUCER WORKSHOP

We are offering a one on one session for those who are interested in producing their own show and to those who want experience behind the scenes. Please call 248-433-7790 and we can schedule a date and time with you.

EQUIPMENT

On Location equipment has arrived and was used during the Village of Franklin meeting! Looks and works great.