

City of Ann Arbor
CABLE COMMUNICATIONS COMMISSION

June 23, 2009
Regular Session

MINUTES

Call To Order and Roll Call: Chair R. Sutton called the Cable Commission Regular Session to order at 7:02 p.m. Upon roll call, the following were present:

CCC: B. Clarke, J. Meyers, T. Ramirez, R. Sutton

CTN Staff: L. Wondrash, R. Salmeron

Approval of Agenda: Chair R. Sutton asked for approval of the agenda. Motion to approve was made by B. Clarke and seconded by J. Meyers.

Approval of Minutes: Chair R. Sutton asked for approval of the April 28, 2009 Regular Session minutes as presented. Motion to approve was made by B Clarke and seconded by J. Meyers.

Public Comment: None provided.

Communications Report: L. Wondrash said her written report was included in the Cable Commission packet for members review. She said specific highlights to note included:

- Per Commission request, a “Cable Complaint” webpage was created on CTN’s website to assist cable customers in filing cable complaints via the dispute resolution process established by the Michigan Public Service Commission. However, templates could not be created and offered on this webpage for tier 3 complaints due to the complexity of the MPSC dispute resolution filing requirements.
- CTN and Emergency Operations staff met with Comcast representative Fred Eaton in May to discuss Comcast’s all-digital switch in southeast Michigan in the coming months to learn about customer impacts. F. Eaton indicated that Ann Arbor customers would be switched to a digital broadcast in August. Prior to this transition, information would be sent to customers per the 60-day notification requirement. Two Comcast “adapters” will be provided free of charge to Comcast customers to enable them to view digital channels if they opt to remain analog once the company converts. Customers who need more than two adapters will be charged a \$1.99 rental fee per month per adapter.

CTN Report: R. Salmeron stated that significant numbers in the CTN Monthly Report for May included:

- CTN’s “Video on Demand” service saw 876 hits.

- There were 123 premieres on the Public Access Channel; 40 premieres on the Education Channel; and 22 premiers on CitiTV.
- CTN attended the 2009 Ann Arbor Book Festival for the second year in a row and 70 attendees answered the question, “What’s Your Favorite Book?”

Old Business: None provided

New Business:

- a) **Quarterly Meeting Schedule:** R. Sutton said a quarterly meeting schedule has been considered by the Commission in recent months due to the difficulty in achieving a quorum on a monthly basis but also due to Cable Commission duties that have been transferred to other government entities as a result of PA 480. B. Clarke made a motion to establish a quarterly meeting schedule. J. Meyers seconded. J. Meyers asked what the quarterly meeting schedule would be? L. Wondrash stated that the Commission typically had been meeting in January, April, June and October. R. Sutton asked that this be added as a friendly amendment to the motion. J. Meyers asked if the motion could also include wording that directed the Commission to meet the month after a regularly scheduled quarterly meeting if a quorum could not be confirmed in January, April, June or October. B. Clarke withdrew her original motion in lieu of R. Sutton recommending to draft a motion that would address all of the mentioned items for consideration at the next meeting. The motion was unanimously approved.
- b) **By-Law Update Discussion:** L. Wondrash stated that if the Commission chooses to pass a motion at its next meeting to move to a quarterly meeting schedule then the bylaws should be updated, which currently state a monthly meeting frequency. She also recommended that removing bylaws that are no longer legally applicable due to the passage of PA 480, such as the Cable Commission responsibility to regulate, monitor and evaluate cable grantees. R. Sutton suggested the meeting frequency portion of the bylaws be updated at the next meeting and other revisions be defined at future meetings. R. Sutton said he would draft a bylaw update pertaining to meeting frequency and send to members for consideration at the next meeting.
- c) **Disability Commission Captioning Request:** L. Wondrash said that CTN Assistant Manager Greg McDonald recently researched captioning costs and service options for the Disability Commission, which submitted to the Cable Commission a request for Disability Commission and City Council meetings to be captioned in addition to the current sign language service. CTN captioning equipment costs would be approximately \$3,000 to \$5,000 and captioning hourly service costs would be approximately \$3,000 for the Disability Commission annually and \$17,000 for City Council annually. B. Clarke asked what contribution the Disability Commission would offer toward this service? L. Wondrash said no contribution was offered in the request. B. Clarke asked if we don’t provide this service will the city be in violation of ADA requirements? L. Wondrash said the Disability Commission believes yes, but the City Attorney’s Office has not made a determination. J. Meyers asked how many people this service would serve? L. Wondrash said the request did not include quantitative information. R. Sutton said CTN should refer this request to the City Attorney’s Office to find out what the City’s obligation is under ADA guidelines and

if it is an obligation then City Council should determine if it is a CTN financial obligation or what other business unit should be responsible for these annual costs. In addition, he requested that CTN staff research the annual costs for the ADL service currently offered. B. Clarke asked if there were other Michigan communities providing captioning services. R. Salmeron stated that G. McDonald was only able to locate one community in Michigan providing this service for their Council meetings only.

Commission/Staff Comments: None provided.

Adjournment: B. Clarke made a motion to adjourn the meeting. The motion was seconded by J. Meyers. With no further discussion Chair R. Sutton closed the meeting at 7:35 p.m.

Submitted by: Lisa Wondrash, Communications Unit Manager

Date Approved: August 25, 2009