

CATV Special Committee Meeting Minutes (DRAFT)

Date: April 22, 2019
Time: 6:02PM – 7:16PM
Location: Howard Office Building
ITS Enterprise Conference Room
700 Second Avenue South
Nashville, TN 37210

Board Members Present: Tim Garrett (Vice Chair), Robbie Melton, Anthony Barton, Susan Wright, Pal Narayanan

Others Present: Keith Durbin (Metro CIO/ ITS Director), Chris Singleton (Metro ITS), John Ferguson (Metro ITS), Theresa Costonis (Metro Legal), Kim Sasser-Hayden (Comcast)

Board Members Absent: Colleen Curtis (Chair), Mark Rowan

Welcome: Vice Chair Tim Garrett called the meeting to order at 6:02PM

Minutes review & approval: Motion from Mr. Garrett to approve 4/30/18 minutes passed unanimously.

Election of Officers: Ms. Curtis opened the floor for annual election of committee Chairman and Vice Chairman. Mr. Garrett nominated Ms. Colleen Curtis for Chairman. With no other nominations, the committee voted unanimously in favor. Mr. Garrett volunteered to serve as Vice Chairman if no one was interested. Mr. Barton seconded as a motion and with no other nominations Mr. Garrett was elected unanimously.

Open Business:

CATV Committee Overview:

Mr. Keith Durbin, Metro CIO and Director of Information Technology Services, gave a brief review of the Metro Government Public, Educational and Governmental (PEG) Television Organization. He outlined how the Metro Code established the NECAT Board to oversee content of the education, arts and community access channels while Metro, under the ITS umbrella was responsible for the PEG Studio at Nashville State Community College (NSCC), the equipment located there and Metro Nashville Network (MNN). Cable TV (CATV) Special Committee was established by the Metro Code of Ordinances To provide franchise oversight for the entities.

Comcast Presentation:

Mrs. Sasser-Hayden delivered a brief overview including annual service calls, outages, complaints and some of Comcast's new services.

Franchise Funds: Mr. Chris Singleton, IS Division Manager for MNN & PEG Studio, presented a recap of the 2018 proposal allocation to the purchase of a backup headend server that would be used on an emergency basis should the current headend server have an issue. The cost of the backup server was \$23,765. Mr. Singleton also stated that during an audit of the capital fund, a cost surplus from the 2016 HD Upgrade project yielded an additional \$40,500 to the fund. The current PEG Capital Fund balance is \$751,221, all allocated to a reserve fund for a new, future PEG Studio build project.

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Mr. Singleton presented the estimated capital funding per franchise agreements from the 4 cable entities would be \$235,738 for the year. Having allocated the previous 3 years of funding for a new studio, Mr. Singleton explained that both the PEG Studio and MNN need to address some new equipment. MNN proposed a \$60,000 allocation to purchase a new secondary mobile production unit to allow them the ability to conduct two recordings simultaneously at separate facilities. The PEG Studio requested improvement projects for four categories. First, Mr. Singleton requested the sum of \$30,000 to be available for general maintenance and upkeep of the current studio on the NSCC campus. This sum or the remaining balance would go back to the capital fund at the end of the year. Secondly, a video control project that would focus on revamping and updating the current control room at the PEG Studio. Most of the equipment including the production switcher and cameras are at end of life. The video control project would cost an estimated \$66,000. Third, staff requested the sum of \$16,000 to upgrade worn, outdated mics and audio monitors and the addition of an audio editing software. The final request was for the sum of \$22,000 to replace old incandescent lights with LED lights which are cheaper to maintain and the addition of a dimming console to better control lighting in the studio. Before the committee voted, Mr. Singleton presented an amortization schedule to highlight Metro's plan to for the capital funds in reference to a future studio. The schedule basically maintained that with this year's allocation, moving forward the next three years the projected income would all be allocated minus a \$30,000 annual maintenance request that like this year's request, if unused would return to the fund at the end of each budget cycle. The plan referred that the first choice to build a new studio would be 2021 and the second choice would be the following year. Mr. Anthony Barton made a motion approve the 2019 funds proposal as outlined by Mr. Singleton. Ms. Susan Wright seconded the motion. The vote was unanimous.

New Business:

No new business.

Close and Adjournment:

Mr. Garrett asked if there was any other business and seeing none, he adjourned the meeting at 7:16PM

Submitted by: Chris Singleton

April 26, 2019