



Cable Commission Meeting Agenda

Monday, November 18, 2024 at 6:30 PM

Columbus City Hall – 105 N. Dickason Boulevard

Call to Order

Roll Call

Notice of Open Meeting

Approval of Agenda

Approval of Minutes

- [1.](#) Approval of Minutes from October 28, 2024

Public Comment

Unfinished Business

- [2.](#) Potential Interview Program Discussion

New Business

- [3.](#) Proposed Cable Fee Schedule for 2025

Department Reports

- [4.](#) Cable Budget Update

Adjourn

Items for Future Agendas

*A quorum of city committees and/or commissions may be present at this meeting. No action will be taken or considered by those committees and/or commissions.



Agenda Item Report

Meeting Type: Cable Commission

Meeting Date: November 18, 2024

Item Title: Approval of Minutes from October 28, 2024

Submitted By: David Bennett, Communications & Economic Development Coordinator

Detailed Description of Subject Matter:

The Cable Commission will review, make any changes as necessary, and approve the minutes from October 28, 2024, Cable Commission meeting.

List all Supporting Documentation Attached:

October 28, 2024, Cable Commission Meeting Minutes

Action Requested of the Cable Commission:

Review and approve, with any necessary changes, the minutes from October 28, 2024, Cable Commission meeting.



Cable Commission Meeting Minutes

Monday, October 28, 2024 at 6:30 PM

Columbus City Hall – 105 N. Dickason Boulevard

Meeting was called to order at 6:31pm by Famularo

A quorum of Cable Commission members who were present included Behl, Famularo, and Roelke. Staff liaison Bennett and City Administrator Amundson were present. Pyfferoen arrived at 6:36pm.

Bennett confirmed the meeting was properly noticed.

Behl motions to approve the agenda for Monday, October 28, 2024. Roelke seconds. Motion carried by unanimous vote.

Roelke motions to approve the minutes from September 23, 2024, with an amendment to change the date in item 1 from September 23 to August 26. Behl seconds. Motion carried by unanimous vote.

1. Approval of Minutes from September 23, 2024

There was no public present for comment, nor any correspondence received.

Unfinished Business

2. Bennett recapped discussion from previous meetings regarding a potential interview program. Pyfferoen arrived at the meeting at 6:36pm. Roelke brought up an issue from the last meeting regarding alders who may be campaigning and possibly running alder interviews during elections. Famularo would like to see a short video similar to Middleton. The Commission viewed one of Middleton's "Middleton Minute" videos that featured an A.I. generated host. Amundson brought up that they no longer use an A.I. host and recommended that 15 to 30 second clips would be preferred due to audiences' shorter attention spans. The Commission agreed with having shorter clips. Bennett would like to avoid easily dated material. Behl would like a marketing effort for the videos.

The Cable Commission will move this item forward at its next meeting. The Commission will create a tentative list of topics. Amundson and Bennett will bring the project up at the next Department Head meeting after Council.

New Business

3. Bennett shared some research about cable franchise fees on the national, state and local levels. Additionally, some municipal examples of how they are used for community media centers managed by non-profit organizations. Bennett cited that no law, statute, or ordinance specifically outlines how programming is handled and created or station management.

Department Reports

4. Bennett shared that the City has received the State Aid Payment of \$12,891.97 but has not received any new cable franchise fee payments. The City has only received two of the quarterly payments. Projected revenues are expected to be around \$3,000 under budget in 2024. Amundson and Bennett added that starting next year, MLB and in 2029 the NFL may exercise their opt-out clauses in their cable contracts and that may significantly impact cord-cutting and cable franchise fees.

Bennett listed expenditures for battery replacements for the Canon Vixia cameras and APC backup power supply unit at \$99.00 and \$87.99 respectively. Bennett stated that there was a mis-coded item of \$179.50 that should be in training/membership line item. Total cable expenditures in 2024 have totaled \$31,965.88.

5. Bennett brought to the Cable Commission's attention a series of issues relating to the Cablecast broadcasting system. Bennett stated that in addition to the network issues that were recently discovered by the City's new I.T. provider Rhyme, there was a glitch causing staff to be unable to log into the system. Cablecast has resolved the glitch, but Rhyme had discovered that the Cablecast system had knocked off internet to the Recreation Department and is causing a series of failed payment card information compliance (PCI) checks. Rhyme has so far found a fix to the Rec Department's internet issue but is currently working with Cablecast for a work around on the PCI checks. Rhyme is segregating the Cablecast system from the City's firewall and has additional options if needed. Bennett is waiting to hear back if the first option has failed.
6. Bennett and Famularo went over the updated Cable Communications Ordinance and cable policies. They would like to periodically review these annually after officer elections and when new members are appointed. Both documents have been updated in 2024. The fee schedule for equipment deposit and rentals will be addressed at the next Cable Commission meeting.

Items for the next meeting include further planning for City department video clips including developing a list of topics and developing a fee schedule for equipment deposits and rentals.

The Commission agreed to change meeting dates in November and December due to the Holidays. The next meeting will take place on November 18, with the December meeting being cancelled. January 27 will be the first meeting in 2025.

Pyfferoen motions to adjourn the meeting. Roelke seconds. The motion is carried by unanimous vote. The meeting adjourned at 7:39pm.

****These minutes will be approved at the next Cable Commission meeting and may be amended as necessary and are respectfully submitted by David Bennett, Communications and Economic Development Coordinator.****

***A quorum of city committees and/or commissions may be present at this meeting. No action will be taken or considered by those committees and/or commissions.**



Agenda Item Report

Meeting Type: Cable Commission

Meeting Date: November 18, 2024

Item Title: Potential Interview Program Discussion

Submitted By: David Bennett, Communications & Economic Development Coordinator

Detailed Description of Subject Matter:

The Cable Commission will be working on a list of possible topics for a series of short-form videos to be shared on cable TV.

List all Supporting Documentation Attached:

Action Requested of the Cable Commission:

Discussion, no other action requested



Agenda Item Report

Meeting Type: Cable Commission

Meeting Date: November 18, 2024

Item Title: Proposed Cable Fee Schedule for 2025

Submitted By: David Bennett, Communications & Economic Development Coordinator

Detailed Description of Subject Matter:

The Cable Commission approved a refundable \$250 deposit for equipment loaned by non-profits. The staff has additionally recommended adding a fee schedule for possibly renting equipment. The Fee Schedule is due November 22 to Finance and will be forwarded to Council for approval.

List all Supporting Documentation Attached:

2025 Cable Fee Schedule Draft

Action Requested of the Cable Commission:

Discussion, possible amendment, and approval of the 2025 Fee Schedule for Cable

Fee Schedule – Cable Commission

CABLE					
Fee Type	Amount	Deposit	Other Fees or Requirements	Date Adopted or Revised	Authority
Equipment Loan		\$250.00	Proof of Training; Proof of 501 (c)(3) status		
Equipment Rental	\$500.00	\$250.00			



Agenda Item Report

Meeting Type: Cable Commission

Meeting Date: November 18, 2024

Item Title: Cable Budget Update

Submitted By: David Bennett, Communications & Economic Development Coordinator

Detailed Description of Subject Matter:

No new franchise fee payments have been received. We have received \$36,819.71 this year so far.

Line items 151, 190, and 387 were adjusted after a couple of training sessions were mis-labeled. \$99.90 was reported for new batteries for cameras. There is \$25,906.34 remaining in the 2024 budget.

List all Supporting Documentation Attached:

October 2024 Budget Statement and Notes

Action Requested of the Cable Commission:

Discussion, no other action requested

CITY OF COLUMBUS
REVENUES WITH COMPARISON TO BUDGET
FOR THE 10 MONTHS ENDING OCTOBER 31, 2024

Item #4.

CABLE TV FUND

		PERIOD ACTUAL	YTD ACTUAL	BUDGET AMOUNT	VARIANCE	% OF BUDGET
<u>LICENSES, PERMITS</u>						
225-434330-000	CABLE TV; FRANCHISE FEES	.00	23,927.74	53,000.00	(29,072.26)	45.15
225-434350-000	CABLE TV; STATE AID PYMT	.00	12,891.97	12,891.97	.00	100.00
TOTAL LICENSES, PERMITS		.00	36,819.71	65,891.97	(29,072.26)	55.88
<u>OTHER FINANCING SOURCES</u>						
225-484820-000	CABLE TV; INTEREST ON INVESTME	530.75	5,165.92	2,000.00	3,165.92	258.30
TOTAL OTHER FINANCING SOURCES		530.75	5,165.92	2,000.00	3,165.92	258.30
TOTAL FUND REVENUE		530.75	41,985.63	67,891.97	(25,906.34)	61.84

CITY OF COLUMBUS
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 10 MONTHS ENDING OCTOBER 31, 2024

Item #4.

CABLE TV FUND

		PERIOD ACTUAL	YTD ACTUAL	BUDGET AMOUNT	VARIANCE	% OF BUDGET
<u>CABLE TELEVISION COMMISSION</u>						
225-511220-111	CABLE; SALARY/WAGES	.00	58.80	3,360.00	3,301.20	1.75
225-511220-151	CABLE; SOC SEC/MEDICARE	(175.00)	4.50	257.04	252.54	1.75
225-511220-190	CABLE TV; TRAINING/MEMBERSHIPS	175.00	175.00	1,275.00	1,100.00	13.73
225-511220-225	CABLE TV; TELEPHONE	86.34	816.08	650.00	(166.08)	125.55
225-511220-249	CABLE TV; REPAIRS/MAINTENANCE	87.99	525.92	1,500.00	974.08	35.06
225-511220-291	CABLE TV; PROFL SERVICES	177.87	3,489.61	3,500.00	10.39	99.70
225-511220-312	CABLE TV; OPERATING SUPPLIES	.00	3.43	250.00	246.57	1.37
225-511220-387	CABLE TV; CONTR PROGRAM SVCS	(123.22)	.00	.00	.00	.00
225-511220-388	CABLE TV; VIDEO/WEBSITE	.00	746.18	775.00	28.82	96.28
225-511220-810	CABLE TV; CAPITAL EQUIPMENT	99.90	4,472.73	15,500.00	11,027.27	28.86
TOTAL CABLE TELEVISION COMMISSION		328.88	10,292.25	27,067.04	16,774.79	38.03
<u>CABLE OTHER EXPENSES</u>						
225-568000-610	CABLE TV; CONTRIBUTION-PROGRAM	1,905.33	19,396.92	30,964.11	11,567.19	62.64
225-568000-620	CABLE TV; CONTRIBUTION-MEETING	516.22	5,027.14	7,404.46	2,377.32	67.89
TOTAL CABLE OTHER EXPENSES		2,421.55	24,424.06	38,368.57	13,944.51	63.66
TOTAL FUND EXPENDITURES		2,750.43	34,716.31	65,435.61	30,719.30	53.05
NET REVENUES OVER EXPENDITURES		(2,219.68)	7,269.32	2,456.36	(56,625.64)	12.84