

## **RFP 2024-01**

# **CABLE TELEVISION LOCAL GOVERNMENT PROGRAMMING SERVICES**

## **SECTION I**

### **GENERAL INFORMATION – RFP PROCESS**

Thank you for showing interest in the Greater West Bloomfield Cable Communication's Request for Proposals for Cable Television Local Government Programming Services.

The purpose of this RFP is to demonstrate the qualifications, competence, capacity, ingenuity, vision and creativity of the Respondents who submit proposals seeking to provide services as outlined in the Local Government Program Services Independent Contractor Agreement (attached as Appendix B).

The proposal submitted should demonstrate the qualifications of the Respondent and, in the event awarded, the particular staff which will be assigned to the contract work and qualifications of those staff members.

RFP packages can be obtained through the Commission ([commission@gwbcable.org](mailto:commission@gwbcable.org)), 248.682.6532), through the Michigan Intergovernmental Trade Network (MITN), [www.bidnet.com](http://www.bidnet.com), or through the West Bloomfield Township ([wbtownship.org](http://wbtownship.org)) or Cable Commission ([gwbcable.org](http://gwbcable.org)) web sites.

### **Timeline/Submission of Proposals**

Issuance of Request for Proposals: October 14, 2024

Pre-Proposal Meetings at Green Media Center (attendance at one or the other is mandatory):

October 21, 2024, 11:00AM

October 23, 2024, 6:30PM

Deadline for interested parties to submit questions: October 25, 2024, EOB

Responses to questions provided to interested parties: October 28, 2024

Deadline to submit proposals: November 4, 2024, 2:00PM ET

Committee review of proposals: November 5 – November 25, 2024

Possible On-site Interviews (notice will be provided): November 13 and 14, 2024

Completion of Committee Recommendation Regarding Award of Contract: November 25, 2024

Commission Consideration of Committee Recommendation Regarding Award of Contract:

December 5, 2024

All proposals must be submitted in hard copy to the Office of the West Bloomfield Township Clerk, with an electronic copy to the Commission ([commission@gwbcable.org](mailto:commission@gwbcable.org)).

It is the responsibility of the Respondent to ensure that the proposal arrives on time and at the right place. Any proposals received after the above date and time will be disqualified.

By submitting a response to this RFP, the Respondent represents its acceptance of all terms, conditions, and requirements of the proposal specifications and, if awarded, the proposal shall be incorporated into the Contract between the parties.

The Respondent agrees that the cost of any work performed, materials furnished, services provided, or expenses incurred, which are not specifically delineated in the proposal documents, but which are incidental to the scope, intent and completion of the Contract, shall be deemed to have been included in the prices for the various items scheduled.

The Respondent affirms that they are duly authorized to execute this proposal; that this proposal has not been prepared in collusion with any other proposer; and that the contents of this proposal as to prices, terms or conditions have not been communicated by the undersigned or any employee or agent, to any competitor; and the Respondent has full authority to execute the Contract awarded as result of, or on the basis of the proposal.

By submitting a proposal, the Respondent agrees that:

(1) Respondent has no interest, including financial benefit, commission, finder's fee, or any other remuneration, and shall not acquire any interest, either direct or indirect, that would conflict in any manner or degree with the performance of Respondent's services; and that

(2) Respondent had no notice or knowledge of any "Conflict of Interest" that would be created by an award of Contract to Respondent.

All submitted proposals and information included therein or attached thereto shall become public record at the submission deadline.

### **Conflict of Interest**

It is required that any relationship, business or personal financial, to a current Commissioner shall be disclosed. This includes employment or other professional relationship or engagement.

A member of the Commission who participated in the development or approval of this RFP is not eligible to respond.

Proposer declares that the proposal is not made in connection with any other proposer submitting a proposal for the same commodity or commodities, and that the proposal is bona fide and is in all respects fair and without collusion or fraud.

### **Responsive Proposals**

Respondents are expected to examine the RFP requirements and all instructions. Failure to do so shall be at the company's risk. The proposal shall substantially conform to the terms, conditions and specifications of this Request for Proposal; otherwise, it may be declared non-responsive and rejected. Respondents shall provide a straightforward, concise description of the capabilities to satisfy the requirements of the Request for Proposals. If any person contemplating submitting a proposal is in doubt of the true meaning of any part of the specifications or other conditions with the RFP, they are advised to contact the Commission and have the portion in question clarified.

Respondents are encouraged to submit any and all questions, general, procedural, or more detailed, regarding the Request for Proposal, via e-mail, to Dave Alberty, Executive Director, Greater West Bloomfield Cable Communications Commission, [davealberty@gwbcable.org](mailto:davealberty@gwbcable.org).

All questions shall be submitted on or before October 25, 2024. Any questions submitted after the close of business this date, will not receive a response. Responses to all questions shall be

forwarded to all parties who have indicated intent to by email on October 28, 2024. This process ensures that all interested parties receive the same information regarding this Request for Proposals.

Respondents are not to communicate with any other parties affiliated with the Greater West Bloomfield Cable Communications Commission regarding this Request for Proposal without prior written permission from the Executive Director Dave Albery.

In the event it becomes necessary to revise any part of the RFP, an Addendum will be posted on the Cable Commission web site ([gwbcable.org](http://gwbcable.org)) and the MITN web site. It shall be the Respondent's responsibility to make inquiry as to the changes or addenda issued. All such changes or addenda shall become part of the contract and all Respondents shall be bound by such changes or addenda.

### **Withdrawal of Proposal**

Proposals may be withdrawn in person by a potential Respondent, or authorized representative, provided their identity is known and a receipt is signed for the proposal, but only if the withdrawal is made prior to the stated deadline for submission.

### **Right to Reject Proposals and Waive Informalities**

The Commission reserves the right to reject any or all proposals, to award the contract, not award the contract, split the award after review of the proposals, and award more than one contract. The Commission reserves the right to reject low proposals or to accept a higher proposal, to negotiate terms and conditions, to waive any irregularities and/or informalities, and to accept or reject any item or combination of items. The Commission reserves the right to award the project to the Respondent it deems to best serve the overall interests of the Commission and the four Greater West Bloomfield communities and reserves the right to accept or reject any or all proposals received in response to the Request for Proposals.

Any acceptance of a bid shall not be binding on the Commission until it has approved the award of contract, and until the Contractor has submitted the signed Contract, proof of insurance, and satisfied all acceptance conditions. The Commission reserves the right to continue to review, evaluate and investigate all bids and Contractors until there is a binding contract between the parties.

### **Evaluation of Proposals**

The Commission will evaluate the Respondent's past experience and performance through information provided in the RFP, the 15-minute video, the interview, and contact with provided references.

The evaluation will also be based on the experience and skill sets of the personnel employed to fulfill the Scope of Services (Section 4 of this RFP).

Further evaluation will be based on the Respondent's plan of action for meeting the criteria in the RFP for programming services.

Additionally, the Commission will evaluate the proposals submitted based on the completeness of the information provided in response to the RFP and the business and technical merits demonstrated related to the goals and requirements of the RFP.

The Commission's basic objective is to determine whether the respondent meets the requirements set forth in the RFP and has the best value proposal. Fees must be reasonable and justifiable and reflect the proposed approach/work plan.

The Commission values the demonstrated role of the Contractor and employees as community ambassadors, creating and maintaining relationships of professional service to the residents, organizations, and institutions within the Greater West Bloomfield area, or a previously served area.

The Commission reserves the right to make an award based on any other relevant considerations and in the best interest of the Commission and the Communities we serve.

The Commission also reserves the right to interview qualifying Respondents as part of the evaluation process.

### **Expenses**

There is no obligation of the Greater West Bloomfield Cable Communications Commission to reimburse responding firms for any expense incurred in preparing responses to this request.

### **Proposed Price**

The prices proposed shall be held firm for 90 days or final award of contract, whichever comes first, except the successful proposal prices shall be held firm for the entire contract period. The terms and provisions of this RFP and the Contractor's response shall become contractual obligations if a contract ensues. Failure of the successful Contractor to accept these obligations may result in cancellation of the award.

### **Disqualification**

Failure to comply with the requirements, procedures and provide the information requested by this Request for Proposals may result in disqualification.

### **Execution of Contract**

Each proposal is received with the understanding that an acceptance in writing by the Commission, to furnish any or all of the services and materials described, shall be implemented by a written contract to be approved by the Commission between the Respondent, as the independent contractor, and the Commission. This contract shall bind the Respondent to furnish and deliver the services quoted, at the prices stated, and in accordance with the condition of said accepted proposal.

If a Respondent does not execute a contract acceptable to the Commission within 10 days after being notified of selection, the Commission may give notice to the firm of its intent to select the next most qualified firm or call for new proposals, whichever the Commission deems most appropriate.

The contract period shall be for one (1) year or less from the effective date and may be terminated by either party pursuant to the terminations provisions of the agreement.

### **Tax Exemption**

Municipalities are exempt from Michigan State Sales and Federal Excise taxes. Do not include such taxes in the proposal figure. The Commission will furnish the successful Respondent with tax exemption certificates when requested.

### **Indemnification and Hold Harmless**

The Respondent shall, at its own expense, protect, defend, indemnify and hold harmless the Greater West Bloomfield Cable Communications Commission against any and all claims, damages (including but not limited to direct, indirect, incidental, consequential, special and punitive damages), costs, lawsuits and expenses including, but not limited to, all costs from administrative proceedings, court costs, and attorney fees, that may incur as a result of any acts, omissions or negligence of the selected Respondent, its employees or agents or its subcontractors, or any of their officers, employees or agents which may arise out of the contract.

The Respondent's indemnification responsibilities shall include the sum of damages, costs and expenses which are in excess of the sum paid out on behalf of or reimbursed to the Commission or by the insurance coverage obtained and/or maintained by the selected Respondent pursuant to the requirements of this RFP and the contract entered into.

### **Federal, State, and Local Laws**

All respondents will comply with all Federal, State, and Local laws, ordinances, rules, and regulations. Ignorance on the part of the respondent shall not, in any way, relieve the respondent from responsibility for compliance with said laws and regulations, or any of the provisions of these documents.

## **SECTION 2**

### **BACKGROUND**

The Greater West Bloomfield Cable Communications Commission consists of twelve members (six from West Bloomfield and two each from Keego Harbor, Orchard Lake, and Sylvan Lake). The Commission and its predecessor, the Greater West Bloomfield Cable Advisory Board, were created by the four communities to fulfill their franchise obligation to “function collectively for the entire franchise system in regard to cable television”.

The communities have directed the Commission to operate their shared community/municipal information service, Civic Center TV (Comcast channels 15 and 915 and AT&T channel 99), the West Bloomfield School District channel, WBTV (Comcast channels 19 and 905 and AT&T channel 99), 89.3, WBLD (Lakes FM), and CIVICCENTERTV.COM and to provide programming to residents.

The Commission is seeking proposals from entities interested in providing local government programming services, specifically all aspects of the operation of Civic Center TV, WBTV, Lakes FM, and CIVICCENTERTV.COM. Those services will be in accordance with the document “GWBCCC Programming Resources” and the “Responsibilities of the Contractor” included in the current programming services agreement, both appended to this document.

#### **The Commission’s Programming Vision**

“Utilize the most appropriate, advanced media technology to provide engaging, inclusive, sustainable programs, which inform, entertain, protect, educate, and unite all residents.”

#### **Service Area Information**

Four Communities in Oakland County  
 City of Keego Harbor – 1,219 Households  
 City of Orchard Lake Village – 770 Households  
 City of Sylvan Lake – 866 Households  
 West Bloomfield Township – 24,792 Households  
 “Lakes Area”: Sylvan Lake, Cass Lake, Pine Lake, Orchard Lake  
 Seven Public School Districts within boundaries of four communities  
 Multiple Private and Parochial Schools  
 Business Districts in all communities  
 Four Police Departments  
 West Bloomfield Fire Department (Four Communities)  
 Two West Bloomfield Libraries  
 Parks and Rec Department – West Bloomfield  
 Parks and Rec Committees – Keego Harbor, Sylvan Lake  
 Numerous Religious Congregations representing various denominations

## **Civic Center TV / 89.3 Lakes FM Technical Plant**

### MAIN BROADCAST:

- 2 Comcast fiber encoders to Broadcast City and School Channel  
Radiant Communications VAB705 fiber video transmitters
- 2 ATT Streaming encoders servers to transmit video and audio to ATT PEG Broadcast Services
- 2 Wirecast Streaming encoders to send video audio to Wowza Web streaming server @ WB Town Hall
- 1 Wowza Server @ WB TOWN HALL – Website and On Demand Video (local).
- Wirecast streaming encoder for delivery to social media networks
- 2 Compressor for Audio Management. End of chain. DBX -166xs
- Open gear Rack dfr8321 for various Blackmagic video and audio converter cards
- 2 Videotek VDA-16 Video distribution amplifiers
- 2 Videotek ADS-24 Audio distribution
- 8 Channel Emergency EAS Crawl Generator R194 – Interface with DASDEC encoder/decoder

### MEDIA ASSET MANAGEMENT:

- Cinegy – Media Asset Management software. Media asset management system including storage, ingest, ingest, playout, and remote management of all the above
- 2 servers supporting Cinegy Air playout
- 1 server for ingest
- 1 server for file on the fly, ie; workflow/video transfer
- 1 SQL server - Cinegy database and maintenance.
- 3 30TB storage Servers for content
- 1 server for Cinegy Monitor software
- All Desktop at Green Media Center have Cinegy Desktop app installed for editing and managing assists.

### MASTER CONTROL HARDWARE:

- 1 Tricaster TC 2 – Video switcher digital media production platform and 2 Stripe Control Surface
- 1 Tricaster 460 – Video Switcher and Surface in remote rack.
- 1 Vmix production computer supporting SRT Streaming for remotes/other.
- 1 Black Magic Video Hub 40x40 Green Media Center
- 1 Video Hub Touch Screen Display for Controlling inputs and outputs.
- 6 service monitors master control
- Mixer Allen & Heath Qu-16 16-channel Digital Mixer
- Audio Router - Kramer Vs-1616a
- Comms System to Studio and Remote Mobile Rack.
- Clear-Com PIC-4744 Encore Intercom System Program Interrupt Controller Console –
- Clear-Com 4-Channel 2 Amp Power Supply - PS-704
- 6 Edit Desktop Workstations with Cinegy Desktop Adobe Suite and Various tool.
- Legacy media Rack for Various Legacy Media Playback

**STUDIO HARDWARE:**

3 Panasonic AW-HE120k PTZ controlled at Master Control  
 3 Panasonic AW-RP50 PTX controllers  
 2 Teleprompters with dedicated computer.  
 DMX Controller  
 Pro Lights Grid  
 Various Light fixtures  
 Snake to Master Control Microphone video input output  
 Overhead Studio audio - Qsc amp

**WEST BLOOMFIELD TOWN HALL:**

4 Panasonic AW-HE130K PTZ Cameras Remote Controlled over fiber at Green Media  
 1 Black Magic Video Hub 40x40 Green Media Center  
 8 NDI encoders to send video to Green Media Center and Return Video to town hall.  
 1 Tesira Biamp Server controller Dante audio Mixer Remote Controlled over fiber at Green Media  
 2 amplifiers 1 for Town Hall main and 1 for dais  
 3 80-inch Screens for return video from Green Media and 1 floor confidence monitor.  
 1 computer at Podium and side table sending video to hub – Dax70 video converts  
 20 Microphones remote controlled at Green Media.  
 Internet connection to ATT  
 Edge Router  
 Content Backup Servers  
 Peplink VPN Router

**REMOTE AND FIELD EQUIPMENT:**

Remote rack – Extends Green Media Center capabilities to legacy fiber network destinations  
 Remote audio rack with mixer, wireless mics  
 Viper 2 telecast fiber system racks one in house and one in remote rack  
 4 rx6292 fiber transmitters 1 tx6292 multiplex system for 4 channel Video and audio. Clear com if-4b remote com system. With return video and audio  
 Custom configured server for multi-cam delivery to studio and return plus audio  
 PEPLink VPN Router  
 3 Panasonic AW-HE120k PTZ Cameras and 1 Panasonic AW-RP50 PTX controller in Road Case  
 2 JVC Handheld legacy cameras  
 2 JVC Handheld Studio Cameras with SRT Streaming  
 Various Microphones, Lighting tripods and equipment for field productions and interviews.  
 Various cell phone accessories for video production

RADIO – 89.3 LAKES FM:

Backup FM radio transmitter and antenna

FM radio transmitter, transmission line, antenna installed WB Fire Department #1

STL from GMC to FD#1 via WB fiber network and AXIA digital audio

Axia® iQ radio console

Axia IP Router/Controller

Playout server Radio

Music scheduling server Radio

EBS System Integrated CCTV- Radio Dasdev-ii

2 Tie Lines Audio codecs

Additional studio equipment

## SECTION 3

### RESPONDENT INFORMATION

Please answer all questions below

1. What is the name of your company?

Bloomfield Community Television (BCTV), Bloomfield Township

2. When was the company established and in what state?

BCTV opened in 1985, the Township incorporated in 1827 in the State of Michigan.

3. Has the company ever done business under another name? no

What names and what years? NA

4. Is the company an individual, a partnership, a corporation, a joint venture, or other?

Government entity

5. If the company has ever declared bankruptcy under the present name or a former name, please explain the circumstances. No

6. Have any of the principal officers, President, Vice-President, Treasurer, etc., ever filed bankruptcy. Provide details (years in the company, reason for filing). No

7. Summarize the company's experience in cable television local government program services (years, type of work, location, etc)

BCTV has been operating community access programming since 1985 for Bloomfield Township and Bloomfield Hills. Since 2002, BCTV has provided cable services for the Birmingham Area Cable Board, which includes residents of Birmingham, Bingham Farms, Beverly Hills and Franklin. Please see attachments E, F and G for contract and production details.

8. Is the company a bona fide contractor providing services in accordance with federal laws and regulations? If not, explain. YES

9. List the principals in the company, their titles, and areas of specialty and expertise.

Carrie LeZotte, Director of Cable & Community Relations, operates as Executive Producer of all programming and budget management (since 2022), Steve Rota (1998) and Greg Black (2014), both Operation Managers for Cable and Community Relations, respectively. Please see resumes for additional background and expertise.

10. Are all company personnel who would be assigned to this account trained in video production? If not, explain.

Additional full-time personnel coordinate community engagement and social media.

11. List the company personnel who would be assigned to this account, their titles, areas of expertise, degrees, years of experience, and tenure with the company.

Please see the answer to question nine. In addition, James Drum, Senior Production Specialist, would be assigned to this contract. Bloomfield Township full-time staff would provide additional marketing, communication, engagement and human resources support.

BCTV would additionally hire new six PT Bloomfield Township employees to support the GWBCC Contract, with preference given to staff currently employed under contract to GWBCC.

Pay ranges for these jobs:

- Producer/On-air Talent \$21.59 - \$28.72
- Videographer/Editor \$19.99 - \$26.59
- Producer/Editor \$18.51 - \$24.62
- Cable & Community Relations Assistant \$13.99 - \$18.61

20 current part-time BCTV cable staff will serve as backup and two full-time Bloomfield communication employees offering expertise. Please see selection of resumes and supporting materials.

12. Would any company services be provided by subcontractors? Explain. No

13. List clients, up to five, for which the company has provided work similar to that described in this RFP, including addresses, contact names, and telephone numbers.

1. City of Bloomfield Hills, 45 E Long Lake Road, Bloomfield Hills, MI 48304  
Phone: 248-644-1520 Contact: Amy Burton [ABurton@bloomfieldhillsmi.net](mailto:ABurton@bloomfieldhillsmi.net)
2. Village of Franklin, 32325 Franklin Rd., Franklin, MI 48025, 248-626-9666  
Contact: Dana Hughes, [dhughes@franklinvillagemi.gov](mailto:dhughes@franklinvillagemi.gov)
3. City of Birmingham, 51 Martin Street, Birmingham, Michigan 48009 248.530.1800  
Contact: Elaine McLain [ekmclain@gmail.com](mailto:ekmclain@gmail.com)
4. Village of Bingham Farms, 24255 Thirteen Mile Road, Suite 190, Bingham Farms, MI 48025 Phone: (248) 644-0044 Contact: Ken Marten [kmarten@binghamfarms.org](mailto:kmarten@binghamfarms.org)
5. Birmingham Area Cable Board, Gil Gugni, Chairman, [ggugni50@gmail.com](mailto:ggugni50@gmail.com),  
Birmingham Area Cable Board, 248-336-9445 Cathy White, Executive Director  
[execdir@birminghamareacableboard.org](mailto:execdir@birminghamareacableboard.org)

14. Summarize all experience company personnel have had in budgeting or compliance with established purchasing guidelines, including any experience with public entity budgeting.

Director Carrie LeZotte has been managing the \$1.5 million budget for Cable & Community Relations since being employed by Bloomfield Township in 2022. Operations Manager Steve Rota has overseen purchasing and evaluation of equipment for BCTV and the BACB since 2007.

15. List all awards the company has won and all awards, recognition, and certificates company personnel have earned in a video-related field.

Please see attachment and resumes for a more comprehensive list. Recent highlights include 2023 Award of Distinction and Award of Honor for the Bloomfield Township Police Department Social Media Recruitment Campaign and Midnights with the Bloomfield Township Police Department, respectively.

16. Can the company meet the following insurance requirements?

YES        X        NO      \_\_\_\_\_

The Contractor shall secure and maintain during the term of this contract insurance in the types and amounts specified below, from an insurance agency authorized to do business in the State of Michigan, whose rating is satisfactory to West Bloomfield Township's Risk Management Advisor. The Contractor shall be required to provide a certificate of insurance evidencing the required coverage prior to execution of the contract and the policies shall include the additional insured language. In addition, a copy of your current insurance coverage should be attached to this bid.

The contractor, or any of their subcontractors, shall not commence work under this contract until they have obtained the insurance required under this paragraph and shall keep such insurance in force during the entire life of this contract. All coverage shall be with insurance companies licensed and admitted to do business in the State of Michigan and acceptable to the Commission. The requirements below should not be interpreted to limit the liability of the Contractor. All deductibles and SIR's are the responsibility of the Contractor.

The Contractor shall procure and maintain the following insurance coverage:

1. Worker's Compensation Insurance including Employers' Liability Coverage, in accordance with all applicable statutes of the State of Michigan.
2. Commercial General Liability Insurance on an "Occurrence Basis" with limits of liability not less than \$2,000,000 per occurrence and aggregate. Coverage shall include the following extensions: (A) Contractual Liability; (B) Products and Completed Operations; (C) Independent Contractors Coverage; (D) Broad Form General Liability Extensions or equivalent; (E) Deletion of all Explosion, Collapse, and Underground (XCU) exclusion, if applicable. Coverage limit may be obtained using primary and excess/umbrella following form liability coverage.
3. Automobile Liability Insurance including Michigan No-Fault Coverages, with limits of liability not less than \$1,000,000 per occurrence, combined single limit for Bodily Injury, and Property Damage. Coverage shall include all owned vehicles, all non-owned vehicles, and all hired vehicles.
4. Excess Liability Insurance in the amount of \$1,000,000 per occurrence and aggregate. Coverage must follow form of the primary liability policies, including but not limited to additional insured and primary/non-contributory coverage.
5. Additional Insured: Commercial General Liability and Automobile Liability, as described above, shall include an endorsement stating that West Bloomfield Township, all elected and appointed officials, all employees and volunteers, all boards, commissions, and/or authorities and board members, including employees and volunteers thereof are additional insured. It is understood and agreed by naming West Bloomfield Township as additional insured, coverage afforded is considered primary and any other

insurance West Bloomfield Township may have in effect shall be considered secondary and/or excess.

6. Owners' and Contractor Protective Liability: The Contractor shall procure and maintain during the life of this contract, a separate Owners' and Contractor's Protective Liability Policy with limits of liability not less than \$1,000,000 per occurrence and aggregate for Personal Injury, Bodily Injury, and Property Damage. The Owner shall be "Named Insured" on said coverage.
7. Cancellation Notice: All policies, as described above, shall include an endorsement stating that is it understood and agreed Thirty (30) days, Ten (10) days for non-payment of premium, Advance Written Notice of Cancellation, Non-Renewal, Reduction, and/or Material Change shall be sent to: *Greater West Bloomfield Cable Communications Commission, 4510 Walnut Lake Road, West Bloomfield, MI 48325-0130 Attention: Dave Albery*
8. Proof of Insurance Coverage: The Contractor shall provide The Owner at the time that the contracts are returned by him/her for execution, a Certificate of Insurance as well as the required endorsements. In lieu of required endorsements, if applicable, a copy of the policy sections where coverage is provided for additional insured and cancellation notice would be acceptable.
9. Expiration. If any of the above coverages expire during the term of this contract, the Contractor shall deliver renewal certificates and endorsements to The Owner at least ten (10) days prior to the expiration date.

17. In accordance with Michigan Public Act 517 of 2012, the Iran Economic Sanctions Act, MCL 129.311, et seq., effective date 4/1/13, all Respondents must certify that they are not an "Iran Linked Business" in order to submit a proposal. The act prohibits individuals who have economic relations with Iran from submitting proposals in response to RFPs issued by the state or any other public entities. The act also includes penalty provisions for submittal of false certifications.

**VENDOR CERTIFICATION  
THAT IT IS NOT AN  
"IRAN LINKED BUSINESS"**


Pursuant to Michigan law, (the Iran Economic Sanctions Act, 2012 PA 517, MCL 129.311 et seq.), before accepting any proposal, or entering into any contract for goods or services with an prospective Vendor, the Vendor must first certify that it is not an "IRAN LINKED BUSINESS", as defined by law.

VENDOR	
Legal Name	Charter Township of Bloomfield
Street Address	4200 Telegraph Road
City	Bloomfield Township
State and Zip	Michigan 48303
Corporate ID # / State	38-6000242
Taxpayer ID #	38-6000242

(Please complete in its entirety)

The undersigned, with: 1) full knowledge of all of Vendors business activities, 2) full knowledge of the requirements and possible penalties under the law MCL 129.311 et seq., and 3) the full and complete authority to make this certification on behalf of the Vendor, by his/her signature below, certifies that: the Vendor is NOT an "IRAN LINKED BUSINESS" as required by MCL 129.311 et seq., and as such that Vendor is legally eligible to submit a bid and be considered for a possible contract to supply goods and/or services to the Greater West Bloomfield Cable Communications Commission.

Signature of Vendor's Authorized

Agent: 

Printed Name of Vendor's Authorized

Agent: Carrie Lezotte

Witness Signature:



Printed Name of Witness:


Amy B. McKaig

18. Please describe, in your own words, why your company is particularly qualified to produce all required community programming, pursuant to the document "GWBCCC Programming Services", to be cablecast on cable channels and on the internet. Include experience in social media presentation, analysis of social media metrics, marketing, promotion, and revenue generation, including working with a tax-exempt non-profit organization. Also include your company's plan of action to accomplish the Commission's objectives in these areas.

19. Conclude your responses with the following statement and the signature of a company representative, name of the company, address, telephone number, email address, and date of completion.

**THE FOREGOING IS A TRUE STATEMENT OF FACTS**

**"THE FOREGOING IS A TRUE STATEMENT OF FACTS"**

Representative	Carrie LeZotte
Company Name	Charter Township of Bloomfield
Address	4200 Telegraph Road
Address 2	
City/State/Zip	Bloomfield Township, MI 48303
Telephone	248-433-7791
Email Address	clezotte@bloomfieldtwp.org
Date of Completion	11/1/24
Signature	

## SECTION 4

### SCOPE OF SERVICES

Civic Center TV programming includes meetings, events, local, county, regional news, municipal information and reports from officials, public service information and updates, promos, local businesses, local sports, hobbies, interests, leisure time activities, entertainment, talent shows, the arts, health, the environment, human interest stories, candidates forums, emergency preparedness and notifications. (Note: Contractor produced local news and events programs should include visuals, B-roll and graphics)

#### Formats:

Short and long forms (few minutes – 2 hours +), PSAs, promos, on location, studio productions, video clips suitable for YouTube

#### Sources:

Contractor generated, public submissions, imported programming  
(All programs should conform to the guidelines in the Programming Resources document, Section 5, attached in Appendix A.)

#### Organizations and Institutions as potential sources of subject material:

(including but not limited to)

County Government, Municipalities, Police and Fire Departments, West Bloomfield Library, WB and Keego Harbor Parks and Rec, WB Youth Assistance, Optimist Clubs, Rotary Organization, Greater West Bloomfield Historical Society, Religious Organizations, Chamber of Commerce, Jewish Community Center, Friendship Circle, Youth Sports Leagues, Hospitals, Veterans, Subdivisions

Annual Events Traditionally Covered: GWB Chamber of Commerce Installation of Board Officers, State of the Communities, Greater West Bloomfield Michigan Week Community Awards Breakfast, West Bloomfield Youth Assistance Youth Recognition Awards, Keego Harbor Memorial Day Parade, Sylvan Lake Memorial Day Parade and Ceremony, Pine Lake Cemetery Memorial Day Ceremony, Health and Wellness Fair, Orchard Lake Fine Art Show, Oakland Activities Association Football Media Day, West Bloomfield Laker Football – Live Coverage, This Week in Laker Football, West Bloomfield Fire Department Open House, Chamber of Commerce Leadership Breakfast, Heroes Appreciation Breakfast, League of Women Voters Candidate Forums

Contractually Mandated Events: West Bloomfield School District Board of Education (monthly meetings), United We Walk, West Bloomfield High School Honors Convocation and Commencement

Contractor: Staffing, Production, Scheduling and Editing of Programs, Performance Metrics, Equipment Maintenance, Management of Website (including posting of all programming and program segments in the On-Demand archive), Program Guide, Maintenance of Social Media Presence (posting all programming and programming segments on the major social media sites), Partnerships, Marketing, Branding, Collaboration with 501c3 Friends Group, Programming for 89.3 FM radio station (simulcast), Collaborative Operation of Channel 19 School Channel

## **CIVIC CENTER TV PROGRAMMING 2023/2024**

### **RECURRING - DAILY**

The Splash Live (240 episodes/year)

Scheduled Coverage of Municipal Meetings

### **RECURRING – ANNUALLY**

United We Walk

GWB Chamber of Commerce Installation of Board Officers

State of the Communities

Greater West Bloomfield Michigan Week Community Awards Breakfast

West Bloomfield Youth Assistance Youth Recognition Awards

Keego Harbor Memorial Day Parade

Sylvan Lake Memorial Day Parade and Ceremony

Pine Lake Cemetery Memorial Day Ceremony

West Bloomfield High School Honors Convocation

West Bloomfield High School Commencement

Health and Wellness Fair

Orchard Lake Fine Art Show

Oakland Activities Association Football Media Day

West Bloomfield Laker Football – Live Coverage (9 regular season games plus playoff games)

This Week in Laker Football (10 episodes)

West Bloomfield Fire Department Open House

Chamber of Commerce Leadership Breakfast

Heroes Appreciation Breakfast

League of Women Voters Candidate Forums

### **NON-RECURRING**

Restoring 2690 Pine Lake Road (Greater West Bloomfield Historical Society)

Tour of New Orchard Lake Police Station and DPW Facility

WB Parks Connect Re-Opening

E. Leroy Pelletier (Greater West Bloomfield Historical Society)

WB Parks Pine Lake Park Dedication

Greater West Bloomfield Historical Society 50th Anniversary Recognition

Recreation Activities Center Expansion Proposal

Greater West Bloomfield Historical Society History through Maps Presentation

Honoring Roosevelt

### **PROMOS & PSAs**

Community Awards Breakfast

Youth Recognition Awards

Food Truck Rally

Health and Wellness Fair

Chamber of Commerce Leadership Breakfast

Orchard Lake Fine Art Show

Family Fun Night

Fire Department Open House

Laker Football

Heroes' Appreciation Breakfast

United We Walk

Kindergarten Roundup

Class of 2024 Graduation Promo

Memorial Day Coverage Promo

## SECTION 5

### PROPOSAL

In creation of this proposal, BCTV reviewed the current programming produced at Civic Center Television including websites and social media. BCTV considered the current contract it maintains with the Birmingham Area Cable Board (BACB) including the staffing, content produced and equipment needs. Finally, BCTV thought about how best to leverage current governmental resources, mirroring similar partnerships that exist in the Police and Fire Departments of surrounding communities.

### GOALS

- Continue efforts to be the go-to source for local information and connecting the community to resources
- Provide governmental transparency
- Tell the Cable story
- Increase community participation in content creation and engagement with each other
- Evolve cable to include digital services

### OUTCOMES

- Deepen community awareness for the services cable can and will provide
- Fiscal reporting and forecasting
- Simplify cable legislation
- Grow local programming production
- Meet digital literacy needs in community

### SUMMARIES

#### CCT

CCT has a remarkable 10,400 subscribers on its YouTube channel. Given the number of subscribers, The Splash (the daily, live show) surprisingly has less than 50 viewers per episode, often times many less. Most interviews appear to take place virtually, not in-studio or on location. Most video packages with 1k views or more look like they were produced pre-COVID. The exception would be the football games, which perform well, as expected. The LakesFM radio website appears to have been abandoned with the last programming appearing on the page dating from 2019. The link to the live-stream doesn't work and programming appears to be irregular.

#### BIRMINGHAM AREA CABLE BOARD (BACB)

The BACB made an investment in a \$1 million production truck that supports production for concerts in the park, parades, and sporting events for the four communities the board serves. Members of those communities also have access to the Bloomfield Township studio and field production crews to cover other community programming like lectures, awards and other performances. Part-time staff supports this contract with many employees having been with the Township more than ten years. The BACB contract is included in our supporting materials for

review and is in the amount of \$308,300 annually. The contract is reviewed and updated every five years.

## **BCTV RESOURCES**

Full-time staff includes three seasoned, award-winning video-production veterans with a combined seventy-five years of experience among them. Two additional full-time staff have expertise in digital marketing, social media, grant writing and community engagement. Twenty additional part-time employees are a mix of early-career and accomplished industry veterans with 10 or more years of experience.

BCTV has a 1,000 square foot production studio, pod/vodcast studio, dedicated green-room and three edit bays, which have all received updates since 2022. A smaller, BCTV-Branded Production truck is budgeted for 2025.

## **RECOMMENDATIONS**

- In order to maintain some continuity, transition The Splash from a daily broadcast to a monthly magazine program. While there is a lot of good information contained in The Splash, it's difficult to find specific content when packaged all together.
  - This reallocation of personnel resources from the Splash production would allow for more in-studio interviews by community producers and field production by BCTV employees.
  - New content developed organized into playlists would make the videos easier to find and share by the producer or organization.
- Focus on creating content and programming with community producers. Many guests who have appeared on The Splash could have their own regular podcast programming, focused on community issues like health, small business, recreation and more. Community Producers are volunteers who receive training from the public access station and then produce the program themselves, finding guests to interview and make creative decisions with the help and support of BCTV staff. (This is approximately 30% of BCTV current productions.)
- Engage with community partners to record and share programming and encourage individual programs like health talks with Henry Ford Hospital, Library programming and small business features with the West Bloomfield Chamber of Commerce.
- Develop an email list that publishes a weekly eNews, directing community to content
- Utilize LakesFM for regular, expanded programming to include podcasts. Research and investigate as an option for emergency services communication and a more robust radio plan, similar to other public access radios stations that have music and sell underwriting spots.
- Conduct a full evaluation of GWBCC technology assets and make equipment purchasing recommendations
- Discard outdated equipment and reorganize the Green Media Center garage.
- Evaluate the four municipalities for technology upgrades
- Re-activate the Green Media Center as a hub for community producers and digital literacy

**Budget for services: \$375,000**

- 4,766 hours of production for part-time staff \$143,000\*
  - Meetings, Sports, Parades and productions listed as annual productions in the RFP
  - The Splash Monthly Production
  - Addition of 25 single-camera lectures
  - Addition of 48 short ENG packages
  - 120 Podcasts/Vodcast by Community Producers
- 625 hours for social media and eNews (ConstantContact) support \$15,000
  - Including 1,000 hours dedicated to Green Media Center Staffing, 20 hours/week
  - \$3,000
- 75% of BCTV Senior Production Specialist \$100,000 (Aprox. \$60k salary + benefits)
- Cost share for Full-time BCTV staff \$45,000
  - Managing hiring of PT staff
  - Training and mentoring staff
  - Review and feedback of produced content
  - Back-up for Senior Production Specialist
  - Workshops and orientations
  - Community outreach to local organizations
- Use of BCTV Vehicle & support field gear \$9,000
- Annual use of BCTV Studio Facility \$60,000
  - Currently the facility is open M – Th, 7 – 5:30. The contract would increase the hours open to M – F, 7:00 – 7:00, 12 – 6 PM Saturdays. GWBCCC communities would have studio access during all hours of operation.

\*Included in a renewal agreement would be a 3% annual COLA increase.

**Additional Municipal Meetings: \$31,320**

Meetings without robotic cameras in place are billed out at two crew per meeting. Meeting breakdown is included on the spreadsheet.

Residents of the four GWBCC communities would be eligible for:

- BCTV orientations, workshops and camps
- Use of the BCTV facility and equipment as a volunteer community producer
- BCTV professional expertise and advice





# COMMUNITY ACCESS TELEVISION

BLOOMFIELD COMMUNITY TELEVISION AND  
THE GREATER WEST BLOOMFIELD CABLE COMMUNICATIONS COMMISSION SHARE THE SAME MISSION:

SERVE OUR COMMUNITY WITH COMPREHENSIVE, LOCAL INFORMATION ABOUT ALL ASPECTS OF LIFE IN  
OUR COMMUNITY. THIS INCLUDES LOCAL HISTORY, PUBLIC SERVICES AND FACILITIES PROVIDED BY LOCAL  
GOVERNMENT, AND THE BENEFITS OF COMMUNITY PARTNER ORGANIZATIONS AND INSTITUTIONS.

THIS MISSION IS CARRIED OUT BY OUR DEDICATED TEAM.

# STAFFING



OUR FULL AND PART-TIME STAFF HAVE MORE THAN 200 YEARS OF COMBINED EXPERIENCE WORKING IN COMMUNITY TELEVISION.

# FULL-TIME STAFF



Carrie LeZotte  
Director of  
Cable &  
Community  
Relations



Greg Black  
Operations  
Manager  
Community  
Relations



Steve Rota  
Operations  
Manager  
Cable



Jose Guzman  
Grants &  
Engagement  
Coordinator



Amy McKaig  
Digital  
Content  
Coordinator



**20 PART-TIME STAFF**

- SENIOR PRODUCTION SPECIALIST
- VIDEOGRAPHER/EDITORS
- PRODUCER/EDITORS
- ON-CAMERA TALENT
- CABLE ASSISTANTS

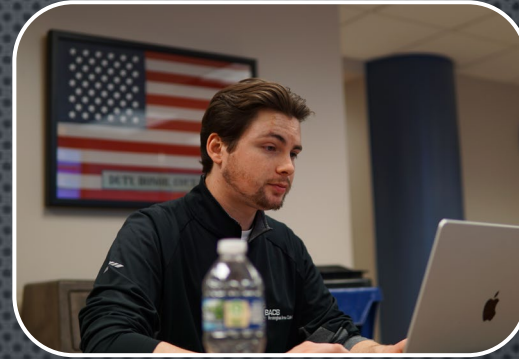
# LAUNCHING CAREERS

We pride ourselves on being a launching pad for young professionals entering the field.



Michael Abels

News Photographer with  
WWMT Kalamazoo



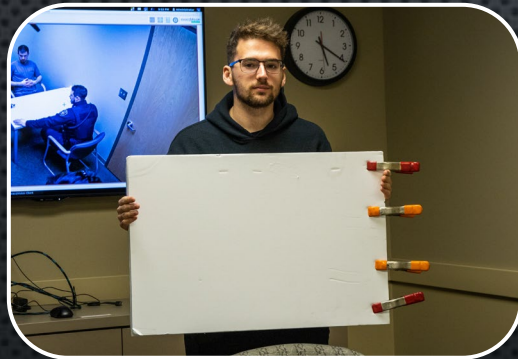
David Fantow

Media Production Specialist,  
City of Rochester Hills



Aya Amena

Producer, Video Production  
Specialist at UM Dearborn



Connor McGray

Director of Media &  
Marketing, Sanborn  
Construction Group



Damon Finney

Associate TV Producer, Word  
of Faith International  
Christian Center



Caeley Smith

Store Consultant, FedEx  
Printing

# GREATER WEST BLOOMFIELD CABLE COMMISSION

## GOALS

- CONTINUE EFFORTS TO BE THE GO-TO SOURCE FOR LOCAL INFORMATION AND RESOURCES
- PROVIDING GOVERNMENTAL TRANSPARENCY
- TELL THE CABLE STORY
- INCREASE COMMUNITY PARTICIPATION AND ENGAGEMENT
- EVOLVE CABLE TO INCLUDE DIGITAL SERVICES

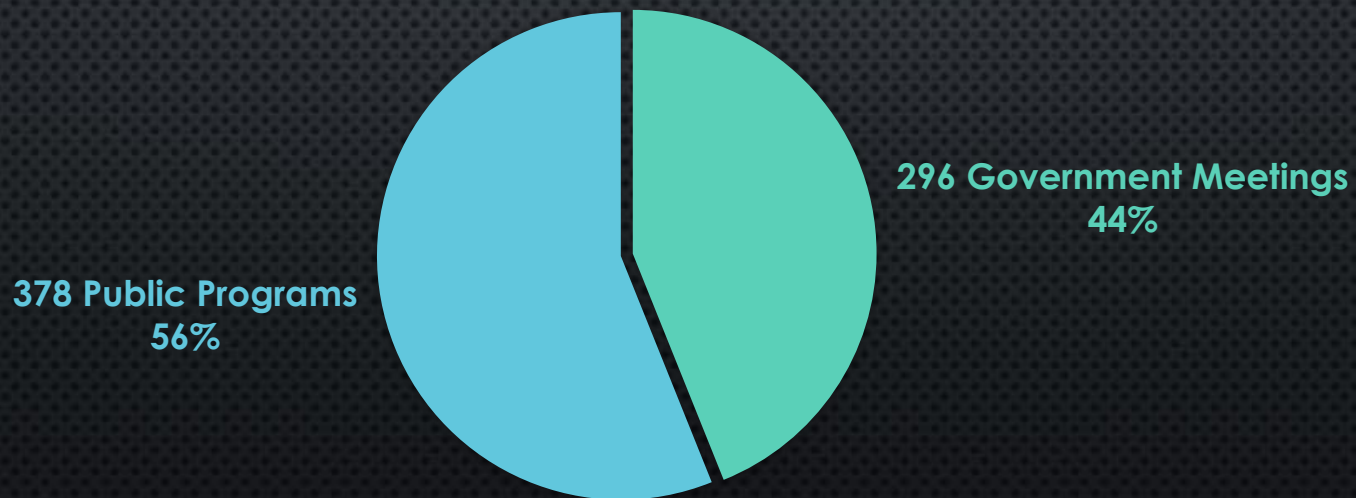
## OUTCOMES

- DEEPEN COMMUNITY AWARENESS FOR THE SERVICES CABLE CAN AND WILL PROVIDE
- FISCAL REPORTING AND FORECASTING
- SIMPLIFY CABLE LEGISLATION
- GROW LOCAL PROGRAMMING PRODUCTION
- MEET DIGITAL LITERACY NEEDS IN COMMUNITY

CONTINUE EFFORTS TO BE THE GO-TO SOURCE FOR LOCAL  
INFORMATION AND CONNECTING THE COMMUNITY TO RESOURCES

## CURRENT BCTV PROGRAMMING

714 TOTAL PRODUCTIONS



# TYPES OF PUBLIC PROGRAMS



SPORTS/CONCERTS/  
PARADES

47



LECTURES

74



PSA/DOC/SPECIAL  
PROGRAMS

40



PODCASTS

257

# PROVIDE GOVERNMENTAL TRANSPARENCY

- RECORD AND BROADCAST ALL MUNICIPAL MEETINGS
- MAKE THE RECORDINGS EASY TO FIND AND ACCESS
- MAINTAIN DOCUMENTATION OF BUDGETS, SPENDING AND ASSETS
- CLEARLY EXPLAIN THE FUNDING PROCESS FOR CABLE
- OPERATE WITH A HIGH LEVEL OF INTEGRITY

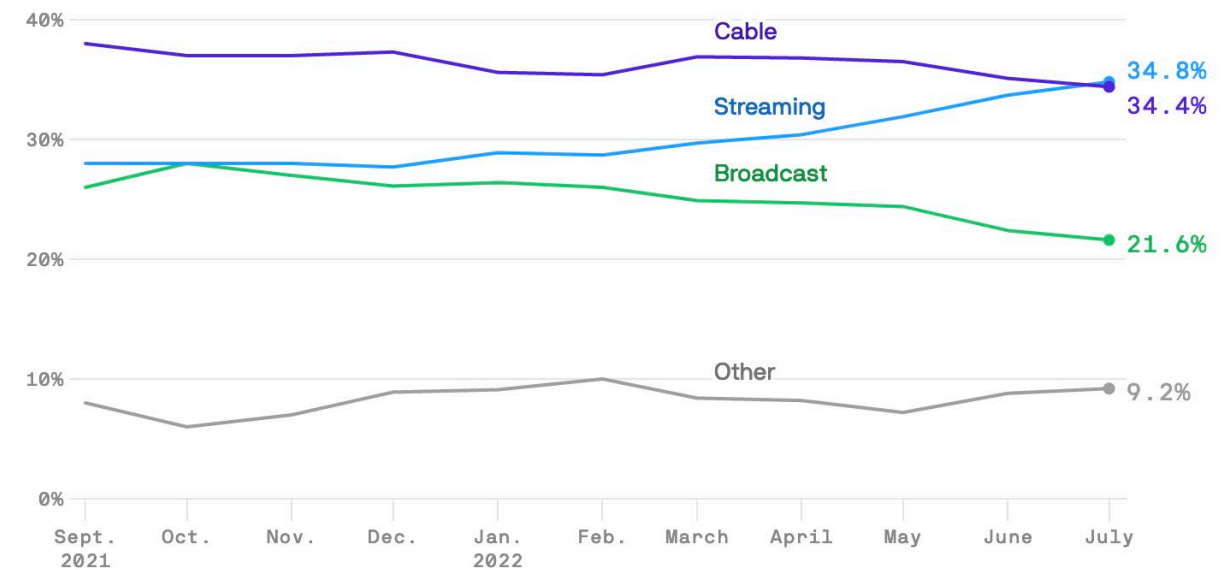
# TELL THE CABLE STORY

- COLLABORATE WITH OTHER COMMUNITY ACCESS STATIONS AND COMMUNITY PARTNERS TO WORK ON MICHIGAN LEGISLATION
- ENGAGE TOWNSHIP OFFICIALS TO EXPLAIN THE FUNDING AND COMMUNICATION RESOURCES AT STAKE
- CREATE CONTENT THAT EXPLAINS ALL THAT CABLE DOES FOR THE COMMUNITY AND GENERATE REGULAR PRESS RELEASES LIFTING UP LOCAL PRODUCERS

## FUNDING DECREASES AS STREAMING GAINS POPULARITY

### Share of total TV consumption, by type

For people ages 2+; Monthly, September 2021 to July 2022



Data: Nielsen; Chart: Axios Visuals

# ENGAGING OUR COMMUNITIES

- PROVIDE LEARNING OPPORTUNITIES FOR COMMUNITY MEMBERS TO ENGAGE WITH THE STUDIO SPACE
- INCLUDE COMMUNITY MEMBERS OF ALL AGES
- LEVERAGE PARTNERSHIPS TO EXPAND THE REACH OF PROGRAMMING ALREADY PRODUCED IN THE COMMUNITY
- SAY "YES" TO NEW IDEAS AND WAYS OF USING OUR SPACES TO BRING THE COMMUNITY TOGETHER



Open Houses



Orientations



Live Productions

**BCTV Documentary Youth Workshop**

June 24 - 27

For ages 14 to 18

**Learn**

- ✓ Hands on camera training
- ✓ Editing
- ✓ Interviewing
- ✓ Pre-production

**Youth Workshop**


# EVOLVE CABLE TO INCLUDE DIGITAL SERVICES

- WEEKLY EMAIL TO DRIVE PEOPLE TO VIDEOS AND CABLE EVENTS
- DIGITAL CABLE GUIDE THAT LINKS TO YOUTUBE VIDEOS
- APP DEVELOPMENT
- FACEBOOK AD PLACEMENT
- DIGITAL LITERACY WORKSHOPS

# IMPLEMENTING NEW IDEAS

## MONTHLY NEWSLETTER – LOCAL LENS

**Local Lens**  
*Celebrating Community Stories*



*Carrie LeZotte, Ziggy Klett, and Steve Rota in a planning session for the live performance of 47 Chairs.*


Hi Bloomfield Twp,  
Let's put on a show!

You may have guessed, I was a theater kid, so I'm excited to be opening up our BCTV studio for three performances of Ziggy Klett's one-man show *47 Chairs*.

If YOU have a show you'd like to put on in our studio or a podcast idea to explore, be sure and RSVP for the BCTV orientation happening just prior to the cookie party on December 14. It's the first step in becoming a community producer.

Hope to see you soon,

Carrie LeZotte  
Director  
Cable and Community Relations  
Bloomfield Township



## PRINTABLE + DIGITAL PROGRAM GUIDE

### Public Meetings

**Board Of Trustees Meeting**  
Second and fourth Monday of each month @ 7 PM

**Design Review Board Meeting**  
First and third Wednesday of each month @ 2 PM

**Planning Commission Meeting**  
First and third Monday of each month @ 7 PM


**Zoning Board Of Appeals Meeting**  
Second Tuesday of each month @ 7 PM




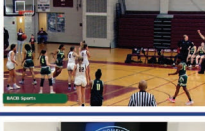

### Weekday Schedule

Comcast Channel 15 — AT&T Channel 99

Time	Monday	Tuesday	Wednesday	Thursday	Friday
9:00 AM	Chamber Music	Agnes Health	Gracefully Greeting	League of Women Voters Oakland Area	Coffee with Carrie
9:30 AM		About You	Coffee with Carrie	Eye on Oakland	
10:00 AM	Senior Fitness	Senior Fitness	Senior Fitness	Senior Fitness	Senior Fitness
11:00 AM		AP on Play	The Collectors	Gracefully Greeting	Health Talk
11:30 AM	BACS Sports	Art and Design	Healing Home	Community Policing	Healing Home
12:00 PM		Bloomfield in Focus	Sparkle	Birmingham Bloomfield Chamber Luncheon	Healing with Katherine
12:30 PM	Sparkle	Bottom Line	Michigan Entrepreneur		Michigan Entrepreneur
01:00 PM					
01:30 PM	Senior Fitness	Senior Fitness	Senior Fitness	Senior Fitness	Senior Fitness
02:00 PM	League of Women Voters Oakland Area	Spectrum Orchestra	Bloomfield Township Meeting	Health Talk	
02:30 PM				Bulletin Board	BACS Sports
03:00 PM	Lunch and Learn Lecture Series	Coffee with Carrie	Bulletin Board	Michigan Entrepreneur	
03:30 PM		Eye on Oakland	Bottom Line	Healing Home	Agnes Health
04:00 PM	Agnes Health	Health Talk	Birmingham Musicals		About You
04:30 PM	About You	Healing Home		BACS Sports	Bottom Line
05:00 PM	AP on Play	Healing with Katherine	Birmingham Bloomfield Chamber Luncheon	Coffee with Carrie	Bloomfield in Focus
05:30 PM	Bulletin Board	Michigan Entrepreneur			Eye on Oakland
06:00 PM	Let's Plant Houses	Sparkle	Health Talk	Bottom Line	Bloomfield Republican Women's Club Luncheon
06:30 PM	Gracefully Greeting	The Collectors	Just Ask	Bloomfield in Focus	
07:00 PM			Lunch and Learn Lecture Series	Art and Design	Spectrum Orchestra
07:30 PM				AP on Play	
08:00 PM	Bloomfield Township Meeting	Bloomfield Township Meeting	Bloomfield in Focus	About You	Michigan Entrepreneur
08:30 PM			Community Policing	Agnes Health	AP on Play
09:00 PM			BACS Sports	Concert Band	The Collectors

Scan the QR code below to watch public meetings LIVE!



# YOUTUBE FOR EASY TO FIND PROGRAMMING

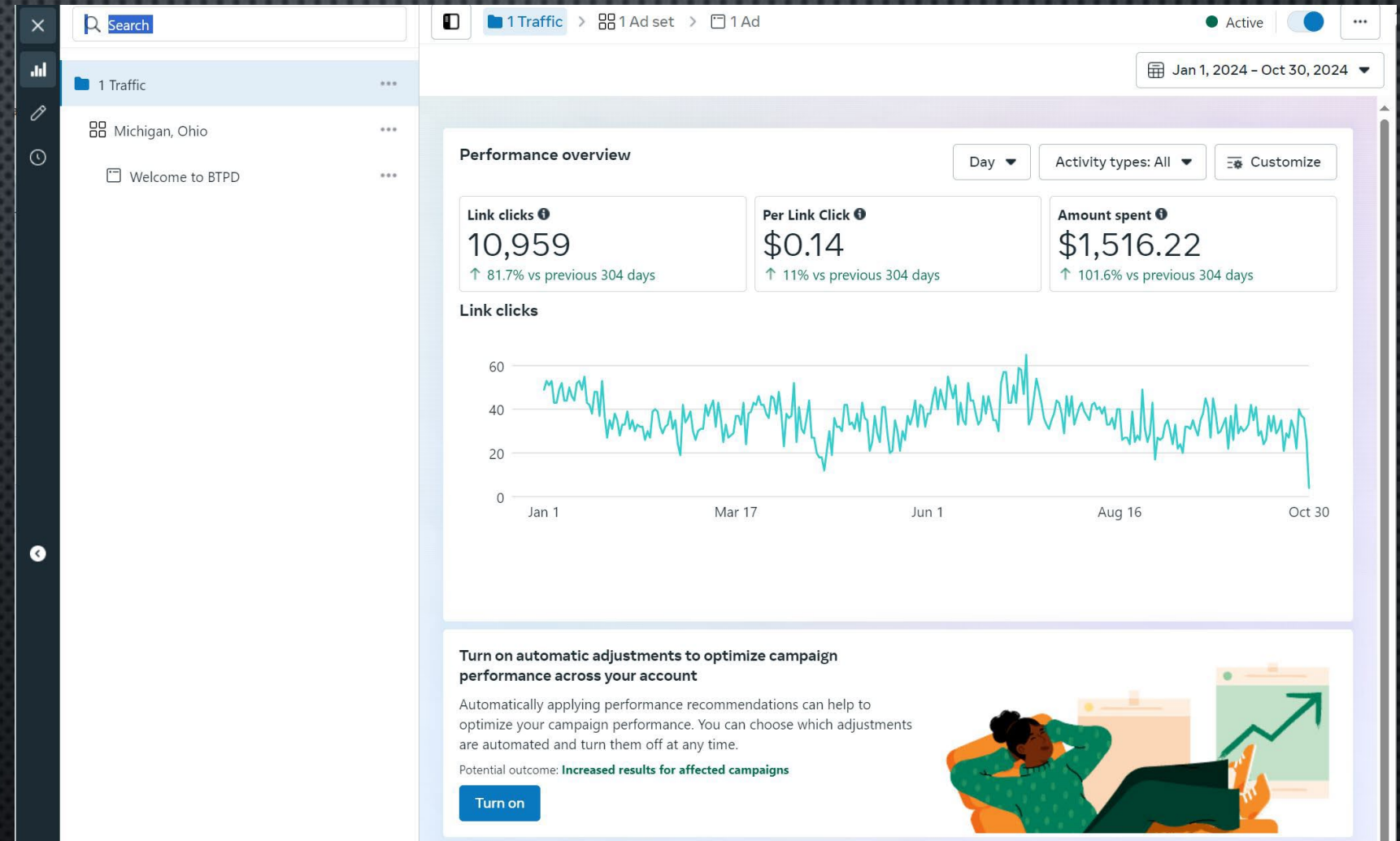
- SEARCHABLE BY GOOGLE, VIDEOS ARE EASY TO FIND, SHARE AND VIEW
- PLAYLISTS ORGANIZED BY CONTENT
- COMMUNITY PARTNERS AND PRODUCERS CAN EMBED AND SHARE CONTENT

The screenshot displays the YouTube interface with the following elements:

- Header:** YouTube logo, search bar, and navigation icons (Home, VIDEOS, Shorts, Live, Podcasts, Playlists, Community).
- Left Sidebar:**
  - Home
  - Shorts
  - Subscriptions
  - You >
    - History
    - Playlists
    - Your videos
    - Your movies & TV
    - Watch later
    - Liked videos
    - Your clips
  - Subscriptions
    - Pierce County T...
    - The Aurora Chan...
    - City of Corpus C...
    - City of Birmingh...
    - Michigan Depart...
    - Tuscaloosa Fire an...
    - Pact TV
    - Show more
  - Explore
    - Trending
    - Shopping
    - Music
- Main Content Area:**
  - Created playlists:** A grid of 18 playlists, each with a thumbnail, title, and video count.
    - Row 1:** The Franklin Show (4 videos), City of Bloomfield Hills (2 videos), The Bigger Picture: Save the Impossible Dream (2 episodes), CHOPZ (13 episodes), Bloomfield Township Senior Services (3 videos), Baldwin Public Library Board and Trust Meetings (6 videos).
    - Row 2:** Senior Center Facts For Fifty Plus (1 video), North American Active Assault Conference (10 videos), Oakland County Sheriffs Department (4 videos), Building Together Hosted by Leo Savoie (3 episodes), Bloomfield Township Public Library Board of Trustees... (26 videos), Bloomfield Township Public Library Program and Events (15 videos).
    - Row 3:** The Distracted Librarians (22 episodes), AP on PLAY (15 videos), Healing Home (4 episodes), Mass Casualty Training - assembled footage (4 videos), Oakland Hills Country Club (8 videos), Ziggy Klett (1 episode).
    - Row 4:** Public Works (1 video), Bloomfield Hills Schools (3 videos), Let's Plant Houses (29 episodes), Clerk's Office (2 videos), MCI Training and more with BTPD (10 videos), Retirement Videos (2 videos).

# FACEBOOK ADS AND MARKETING

- USE NEW PLATFORMS TO DRIVE PEOPLE TO THE VIDEOS
- DEDICATE A BUDGET TO DIGITAL ADS
- SEND OUT A WEEKLY ENEWS WITH VIDEO HIGHLIGHTS AND COMMUNITY EVENTS



## MOBILE APP

- SIMPLE AND INEXPENSIVE
- DIRECTS PEOPLE TO LOCAL MEDIA RESOURCES
- CONNECTS COMMUNITY TO GOVERNMENTAL RESOURCES



Available for Download Now!

## **SECTION 7**

### **ATTACHMENTS TO RFP**

#### **Website Links to Video Content**

BCTV Sizzle Reel 2024

<https://youtu.be/sAosaMXgnJo>

Bloomfield Community Television YouTube

<https://www.youtube.com/@BloomfieldCommunityTV>

Bloomfield Township Website – Video on Demand

<https://bloomfieldtwp.org/vod>

#### **Additional Supporting Documentation**

A: BCTV related articles

B: BCTV FT Senior Production Specialist and PT Job Descriptions

C: BCTV Team Resumes

D: List of Awards

E: BACB Cable Access Management Agreement, current contract and related documentation between the Birmingham Area Cable Board (BACB) and Bloomfield Community Television (BCTV)

F: BACB sample report, 7/24 – 8/24

G: BAMA and BAPA monthly cable guides

H: Insurance

# Bloomfield Community Television hosts free digital literacy classes

By: [Mary Beth Almond](#) | [Birmingham-Bloomfield Eagle](#) | Published September 10, 2024

BLOOMFIELD TOWNSHIP — People can learn a variety of digital literacy skills this month during free workshops presented by Bloomfield Community Television.

“We want to make sure that people know that we are a resource for the community — as far as providing the technology, helping them understand the technology better and helping them tell their stories,” said Carrie LeZotte, the director of cable and community relations for Bloomfield Community Television. “That’s really what we’re here for, to provide the technology so that people can tell their stories.”

BCTV will offer its first free digital literacy workshop, “Back to School With BCTV,” 10 a.m.-5 p.m. Sept. 25.

“If you want to know what goes on in this building, it might be fun for you to come to,” said Amy McKaig, BCTV’s digital content coordinator.

The day includes a full slate of classes taught by BCTV staff and special guests, covering a variety of topics — including filmmaking basics, Photoshop, podcasting and more. Those interested can sign up for one, more or all of the classes being offered, but they must register by Sept. 19.

The day will begin at 10 a.m. with a “BCTV Orientation,” a required first step in people producing their own show as a community member, a nonprofit partner or anyone interested in being a guest on one of BCTV’s shows. LeZotte will teach guests all about the mission of BCTV, how it’s funded and where the organization is headed.

At 11 a.m., Greg Black, BCTV’s operations manager, will present “Digital Literacy in Documentary Filmmaking.”

The class will provide a survey of the documentary genre in film from 1896 to present day that showcases different techniques community producers can consider when creating their own content.

At noon, workshop attendees will break for lunch and will welcome Twisted Street BBQ in the BCTV lot for those who wish to purchase their own meals.

A “Promote Your Podcast with Canva” class will begin at 1 p.m. McKaig will explain the features of a free Canva account — which can be used to create graphics for use on YouTube, social media platforms, and even on promotional items, to get more people watching and listening to a podcast.

“Canva is just a really useful tool now that we use here, but people can also use it to create content for their own videos, Instagram or whatever they’re operating on. They can create their own logos and do a whole bunch of things there,” said LeZotte.

At 2 p.m., Phil Swantek, a producer and educator, will discuss the “Basics of Shot Composition for Storytelling.” Swantek will compare different types of cameras, demonstrate the basic use of a camera, and go over some basic shot compositions.

An “Introduction to Photoshop” workshop, presented by Bart Gioia, a technology trainer at the Baldwin Public Library, will begin at 3 p.m. Guests will explore some of the capabilities of Photoshop to see why it is the industry-standard photo editing software for creative professionals, and they will learn some basic techniques to apply to their own projects.

The final workshop of the day, “Podcasting Behind-the Scenes,” will begin at 4 p.m. Attendees can be part of a live studio audience for the taping of an episode of The Distracted Librarians, one of the latest podcasts produced at BCTV, to see what it’s like to be a host, a guest or one of the producers of a podcast. Watching a production, LeZotte said, is the second step for prospective producers and community members interested in producing their own programming.

BCTV is located at 4190 Dublin Road in Bloomfield Township. For more information or to register, visit [www.bloomfieldtwp.org/cable/workshops](http://www.bloomfieldtwp.org/cable/workshops).

# Bloomfield Township launches new mobile app

By: [Mary Beth Almond](#) | [Birmingham-Bloomfield Eagle](#) | Published September 10, 2024

BLOOMFIELD TOWNSHIP — Bloomfield Township recently launched its first mobile app, designed to enhance communication and to put information regarding township services, meetings and events directly into the hands of its residents, business owners and visitors.

The Bloomfield Township App can now be downloaded for free in the app stores for iPhones and Google Play for Android.

“About a year ago I said that an app was coming — and it’s finally here,” said Carrie LeZotte, the director of cable and community relations for Bloomfield Community Television.

LeZotte said there was a bidding process where her team met with four vendors from across the country, comparing pricing along with functionality, before landing on “jācapps” of Bingham Farms.

“Then the fun really began, with the initial design, testing, changes, acceptance into the app store — which we had to wait for a while. ... That took probably three months to get approved,” LeZotte explained. “We were able to conduct focus groups, incorporate the feedback, soft launch, and now we have our mobile app ready to go.”

The app is a free reporting tool that allows on-the-go access to live township meetings, a list of events, podcasts and more.

“We wanted another way to provide service and communicate with residents,” said Amy McKaig, a digital content coordinator for Bloomfield Community Television.

From the app’s home screen, users will see scrolling news items and four icons — “Click and Report,” “Local Podcasts & Media,” “Senior Center” and “Map.” The three horizontal lines in the top left corner of the page opens more options, such as “Township News” and the “Budget Book.”

“One of the most useful features is a click and report, where if you are walking around and you see something, you can snap a photo of it and send it directly to the department who can take care of the issue for you,” said LeZotte.

For example, if users see a tree limb or debris blocking a safety path on their morning walk, LeZotte said, they can open the app, select “Click & Report,” then select “Safety Path Maintenance.” They can then select an image from their camera roll, or take a photo in the app, and an email will be generated to the Environmental and Engineering Services Department, and they can include any relevant information, such as the location on the safety path.

“It’s just a quick and easy way for residents to inform us of something,” McKaig said.

Additional app features include the ability to stream BCTV’s content as it airs — including live Board of Trustees meetings — listen to podcasts produced by Bloomfield Community Television, and see all upcoming events offered through the Senior Center, including links to register.

“It was a lot of fun to create, and we have over 1,000 downloads so far, so I think that’s pretty good,” said McKaig.

The township is looking for feedback from the community to make the app more useful. Users can click “Contact” and select the Cable and Community Relations Department to provide input on their experience with the app.

“It has pretty basic functionality to begin with, and we will continue to add to that — you don’t want to do everything all at once. You want to get people using it and be able to tell them about new things,” LeZotte said.

The cost for development of the app was \$2,000, and the township will pay \$150 per month for access and maintenance for the next two years under the contract with jăcapps. LeZotte said the funds came from the township’s community promotion budget.

“It was certainly the most reasonable estimate we received for the app and does what we need it to for a community of our size,” LeZotte added. “We will also continue to add features.”

For more information on the app, visit [bloomfieldtp.org/app](http://bloomfieldtp.org/app).

# Bloomfield Township Hall auditorium to see some updates

BY MARY BETH ALMOND  
malmond@candnews.com

**BLOOMFIELD TOWNSHIP** — The auditorium in Bloomfield Township Hall will be getting some renovations later this year.

The Board of Trustees unanimously voted, with Trustee Stephanie Fakhri absent, to approve the department of cable and community relations' request to approve capital expenditures for renovations of the auditorium and updates to technology.

Carrie LeZotte, the director of cable and community relations, said that even though the update was her idea — and money is coming from Public, Educational, and Governmental funds — the project involves many people.

"It really was a team effort. Many good minds, many good ideas in making this happen," LeZotte said.

The township agreed to hire Lindhout Associates Architects for just under \$159,000 for the auditorium renovations — which will include new paint, resurfacing of wood surfaces, new chairs for trustees and new chairs for audience members. The

current chairs are estimated to be nearly 30 years old.

Trustees also agreed to hire Advanced Lightning and Sound for just over \$171,000 to update the auditorium's lighting; install new robotics and document cameras, and new audio support; and provide Americans with Disabilities Act-compliant headsets, a flat-surface podium, and monitors to replace the current projection system.

"A lot of these things that we're updating you won't be able to see," LeZotte said. "We are providing trustees with new chairs and iPads, so those are really tangible things. The audio will be better and new cameras throughout."

Those who attend township meetings or watch them online will notice a new color scheme in the auditorium — with light green chairs, gray walls and a blue accent wall behind the dais. The dais will also be updated to cover the dated oak finish and to add a township seal to the center.

"People are going to notice," Trustee Neal Barnett said. "The entire experience is going to be so much better because of improved video and improved sound — which are both extremely dated — whether it's the

The auditorium at Bloomfield Township Town Hall is getting a refresh.

Screenshot of rendering from Board of Trustees packet.



experience in the auditorium or the experience of people watching at home."

Barnett said he has long felt the sound quality of township meetings is "poor" due to the dated equipment.

"It's just old equipment, so it's really going to be a tremendous improvement," he said.

LeZotte is currently in the ordering phase.

"We're hoping that everything arrives

so that the installation can happen in December. I think there's a meeting that gets skipped in December and then we'll be ready for the New Year with a new room," she said.

"It's very exciting," said Township Supervisor Dani Walsh.

"I look forward to seeing it," Trustee Valerie Murray added.

For more information, visit [www.bloomfieldtwp.org](http://www.bloomfieldtwp.org) or call the township at (248) 433-7700.

# Regional Youth Police Academy explores world of policing

*Young filmmakers to capture story of cadets*

By: [Mary Genson](#), [Mary Beth Almond](#) | C&G Newspapers | Published May 8, 2024

OAKLAND COUNTY — Teens can get an inside look at law enforcement next month with the Regional Youth Police Academy, which is being offered alongside a new documentary youth workshop that will film the process.

The police departments in Bloomfield Township, Birmingham, Rochester and Auburn Hills have joined forces again this year to host the second annual Regional Youth Police Academy in June.

“We go through all different topics of law enforcement. ... We focus on things like communication, traffic stops, investigations, and show them some of our equipment,” said Officer Nick Soley of the Bloomfield Township Police Department. “We try to make it a fun environment for them to learn and explore our career.”

Open to Oakland County students ages 14-18, the free academy will take place 9 a.m.-3:30 p.m. June 24-27 at the Bloomfield Township Training Center, 4315 Andover Road in Bloomfield Hills. The program will cover many topics of law enforcement — including a hands-on look at investigations, criminal law, procedures, CPR certification, traffic stops, firearm safety and scenario training. All training is provided by officers from Bloomfield Township, Birmingham, Rochester and Auburn Hills.

Soley said the CPR certification is one of the most valuable parts of RYA.

“That is something that I think is important because, one, it gets more people out in the public that are certified in this skill that can save a life, and two, it’s an immediate career-builder for these kids,” Soley said.

Rochester Police Chief George Rouhib said the program fosters connections.

“It’s a great way for us to make a connection with youth, because there has been that stigma for years, that younger people are afraid of the police. We just want to teach them, engage with them and show them what we do,” said Rouhib. “The goal is to get them interested in a law enforcement career.”

The academy is free to attend. Lunch will be provided daily, and participants will receive an academy T-shirt. Space is limited to 30 students, and applications are due before May 20. Soley said those who apply must possess good character and a good work ethic, demonstrate their honesty and trustworthiness, be in good legal standing, and authorize their respective police department and its agents to complete a thorough background check on them.

Birmingham Police Chief Scott Grewe said any youth, especially any who are considering a career in law enforcement, would be a great fit for this program.

“Even if it’s a youth that maybe isn’t desiring a career in that path but wants to know more about it and get an inside look at what police officers do on a daily basis, it is great for that, and it’s great for someone that does have interest or (is) considering it to get a firsthand experience of what it can be like,” Grewe said.

Applications can be emailed to [CRO@bloomfieldtwp.org](mailto:CRO@bloomfieldtwp.org), or mailed or hand delivered to Officer Nick Soley, Bloomfield Township Police Department, 4200 Telegraph Road, Bloomfield Township, MI 48303, before the May 20 deadline.

The students who are accepted — along with at least one parent — will be required to attend an informational meeting at 6:30 p.m. June 11 in the Bloomfield Township Training Center. A Regional Youth Police Academy graduation ceremony will be held June 27 in Bloomfield Township.

This year, a media training component has been added to the program through a partnership with Bloomfield Community Television. BCTV is offering a separate and free documentary workshop that will allow nine selected applicants to tell the stories of Regional Youth Police Academy cadets. LeZotte said priority will be given to students in the BCTV coverage area — which includes Beverly Hills, Birmingham, Bingham Farms, Bloomfield Hills, Bloomfield Township and Franklin — as well as those in Auburn Hills and Rochester. BCTV staff will teach the nine young filmmakers interview techniques, pre-production strategies, hands-on camera training and editing the same week as the academy. The final short video created by the students will be shown at the Regional Youth Police Academy graduation ceremony. Applications for the BCTV Documentary Youth Workshop — which are due May 20 — may be picked up from the Bloomfield Township Cable Studio, 4190 Dublin Road, or by emailing [cable\\_dept@bloomfieldtwp.org](mailto:cable_dept@bloomfieldtwp.org).

BCTV Cable and Community Relations Director Carrie LeZotte said the relationship between media and the police in the U.S. is fractured.

“While we have excellent relationships locally, national stories and coverage impact the morale of public safety professionals everywhere. My hope is that programs like this one can help build mutual trust and respect between media and police, both complicated and stressful professions,” LeZotte said in a statement.

For more information on the academy, contact Bloomfield Township Police Officer Nick Soley at (248) 433-7724 or email [CRO@Bloomfieldtwp.org](mailto:CRO@Bloomfieldtwp.org).

For more information on the Documentary Youth Workshop, call Director of Cable and Community Relations Carrie LeZotte at (248) 433-7791.

# Join township Open House Sunday, October 13

Join the Bloomfield Township police and fire departments this Sunday, October 13, from 11 a.m. to 3 p.m. for an Open House at the Bloomfield Township campus, 4200 Telegraph Road just south of Long Lake Road, where everyone can learn all about first responders.

Held throughout the Bloomfield Township campus, kids of all ages will get to enjoy police car rides, climb on fire trucks and DPW heavy machinery such as snow plows, live fire truck safety demonstrations, a smoke house, studio tours at Bloomfield Community TV – and lots more. A popular event, the township Open House is expected to draw large crowds as families join township employees to see everything Bloomfield Township offers on full display.

Celebrated in conjunction with National Fire Prevention Week, the Bloomfield Township Fire Department will have plenty of offerings at the Central Fire Station. This year's campaign works to educate everyone about fire safety in the kitchen. A smokehouse demonstration will take place to educate everyone about fire safety.

The police department will provide important public safety information and demonstrations – and offer activities, including a dunk tank to benefit the Special Olympics.

This is a chance to meet the first responders who serve your community and see what they do. Township Hall, the senior center, animal shelter, and Bloomfield Community Television will also be open for tours. Want to build a dog house, get temporary tattoos and register to vote? It'll all be available, as will an impaired driving simulator, a dunk tank benefitting the Special Olympics, a bounce house, a lego building table, rock climbing tower, department tours, and even an animal adoption event at the police station, from the township's animal shelter.

This year will also see the return of "Passport to Fun," coordinated by the Clerk's Office. This activity provides kids with their own passport that they are encouraged to have stamped at each township department. Once passports are complete with 10 stamps, residents can enter into a raffle for prizes that include dinner with BTFD and lunch with BTPD.

## The Charter Township of Bloomfield, MI Job Description

<b>Classification Title</b>	Producer/Editor
<b>Job Code</b>	
<b>FLSA Status</b>	Non-Exempt
<b>Pay Grade</b>	PT 105

### GENERAL SUMMARY

Manages the production of video content including public events, documentary-style production, how-to programming, lifestyle, historical and other video programming. Writes scripts, creates pre-production plan, and coordinates with community partners and other subject matter experts on the development of shows and short-form video content. Directs crew during productions. Edits the final program with input from operation manager or executive producer.

### ESSENTIAL DUTIES & RESPONSIBILITIES

*The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by incumbents of this job. Employees may be requested to perform job-related tasks other than those specifically presented in this description.*

- Works as an associate producer on a variety of video content
- Coordinates productions with community partners and other subject matter experts to write scripts, find appropriate talent/interviewees and create production schedule
- Direct production crew and conduct interviews when needed
- Edits, creates graphics, and finalize productions working with operations manager
- Performs other duties as required.

### MINIMUM ENTRANCE QUALIFICATIONS

#### Education and Experience

- Associate's Degree from an accredited college with major course work in Broadcasting, Television, Communications, or related field
- 1 to 3 years' experience or training in video production or broadcasting
- Any equivalent combination of training, education, and experience that provides the required skills, knowledge and abilities

#### Licenses or Certifications

None.

### OTHER JOB REQUIREMENTS

None.

## PREFERRED QUALIFICATIONS

None.

## COMPETENCIES FOR SUCCESSFUL PERFORMANCE OF JOB DUTIES

### Knowledge of:

- Relevant Bloomfield Township policies and procedures
- Video production practices and procedures, including set design and directing

### Skill in:

- Use of video production equipment, including filming, editing, and assembling footage
- Editing software and social media platforms
- Use of relevant computer software as necessary

### Ability to:

- Communicate effectively orally and in writing
- Meet schedules and deadlines of the work

## WORK ENVIRONMENT/CONDITIONS

*The work environment and exposures described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Work Environment	Seldom or Never	Sometimes or Occasionally	Frequently or Often
Office or similar indoor environment			X
Outdoor environment			X
Street environment (near moving traffic)		X	
Construction site	X		
Confined space	X		
Vehicle		X	
Warehouse environment	X		
Shop environment	X		
Exposures	Seldom or Never	Sometimes or Occasionally	Frequently or Often
Individuals who are rude or irate		X	
Individuals with known violent backgrounds	X		
Extreme cold ( <i>below 32 degrees</i> )	X		
Extreme heat ( <i>above 100 degrees</i> )	X		
Communicable diseases	X		
Moving mechanical parts	X		

## The Charter Township of Bloomfield, MI Job Description

<b>Classification Title</b>	Producer/On-air Talent
<b>Job Code</b>	
<b>FLSA Status</b>	Non-Exempt
<b>Pay Grade</b>	PT 107

### GENERAL SUMMARY

Produce sporting events and parades, including gathering stat information and coordinating interviews. Appear on-camera, interviewing participants and delivering play-by-play commentary.

### ESSENTIAL DUTIES & RESPONSIBILITIES

*The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by incumbents of this job. Employees may be requested to perform job-related tasks other than those specifically presented in this description.*

- Manage coordination and set-up of interviews
- Appear on-camera
- Solid understanding of play-by-play for specific sport
- Manage all required paperwork
- Excellent interviewing capabilities
- Performs other duties as required.

### MINIMUM ENTRANCE QUALIFICATIONS

#### Education and Experience

- Bachelor's Degree from an accredited college with major course work in Broadcasting, Television, Communications, or related field
- 3 – 5 years' experience or training in video production or broadcasting
- Any equivalent combination of training, education, and experience that provides the required skills, knowledge and abilities

#### Licenses or Certifications

None.

### OTHER JOB REQUIREMENTS

None.

### PREFERRED QUALIFICATIONS

None.

## COMPETENCIES FOR SUCCESSFUL PERFORMANCE OF JOB DUTIES

### Knowledge of:

- Relevant Bloomfield Township policies and procedures
- Video production practices and procedures, including set design and directing

### Skill in:

- Use of video production equipment, including filming, editing, and assembling footage
- Editing software and social media platforms
- Use of relevant computer software as necessary

### Ability to:

- Communicate effectively orally and in writing
- Meet schedules and deadlines of the work

## WORK ENVIRONMENT/CONDITIONS

*The work environment and exposures described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Work Environment	Seldom or Never	Sometimes or Occasionally	Frequently or Often
Office or similar indoor environment			X
Outdoor environment			X
Street environment (near moving traffic)		X	
Construction site	X		
Confined space	X		
Vehicle		X	
Warehouse environment	X		
Shop environment	X		
Exposures	Seldom or Never	Sometimes or Occasionally	Frequently or Often
Individuals who are rude or irate		X	
Individuals with known violent backgrounds	X		
Extreme cold ( <i>below 32 degrees</i> )	X		
Extreme heat ( <i>above 100 degrees</i> )	X		
Communicable diseases	X		
Moving mechanical parts	X		
Fumes or airborne particles		X	
Toxic or caustic chemicals or substances	X		
Loud noises ( <i>85+ decibels</i> )		X	

## The Charter Township of Bloomfield, MI Job Description

<b>Classification Title</b>	Senior Production Specialist
<b>Job Code</b>	
<b>FLSA Status</b>	Non-Exempt
<b>Pay Grade</b>	PT 108

### GENERAL SUMMARY

Oversees production and post-production on assigned programs and video segments and prepares completed programs for playback. Maintains status of all equipment, researches new equipment and trends and work with vendors on purchasing new equipment. Produces content for social media and receives requests from other departments for social media postings.

### ESSENTIAL DUTIES & RESPONSIBILITIES

*The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by incumbents of this job. Employees may be requested to perform job-related tasks other than those specifically presented in this description.*

- Performs pre-production, production, and post-production for scheduled tapings, assisting in set design, and directing employees and volunteers during studio and field location tapings
- Oversees post-production organizing and editing of footage, and prepares programs for playback, internet uploads and posting on social media.
- Interacts with internal and external producers and talent, obtaining proper paperwork and developing relationships
- Monitors and assesses production equipment, troubleshooting arising issues and identifying potential replacement equipment. Maintains relationships with vendors to obtain quotes for submitting bids
- Responsible for generating video content for social media platforms. Oversees the uploading and posting of video content and monitors audience engagement metrics on multiple social media platforms
- Utilizes social media platforms to promote Bloomfield Community TV, interacting with users and promoting content
- Performs other duties as required.

### MINIMUM ENTRANCE QUALIFICATIONS

#### Education and Experience

- Bachelor's Degree from an accredited college with major course work in Broadcasting, Television Production, or related field
- 1 to 3 years' experience
- Any equivalent combination of training, education, and experience that provides the required skills, knowledge and abilities

**Licenses or Certifications**

None

**OTHER JOB REQUIREMENTS**

None.

**PREFERRED QUALIFICATIONS**

None.

**COMPETENCIES FOR SUCCESSFUL PERFORMANCE OF JOB DUTIES****Knowledge of:**

- Relevant Township Broadcasting policies and procedures
- Television production practices and procedures, including camera operations
- Studio production practices, such as set design
- Social media platforms and audience engagement practices

**Skill in:**

- Use of applicable production software, such as graphics and editing systems
- Use of applicable production equipment, such as cameras
- Use of social media platforms, including Facebook, Twitter, Instagram, etc.

**Ability to:**

- Direct and the work of a team of production personnel
- Effectively interact and develop relationships with staff and volunteers
- Effectively utilize social media to promote Bloomfield Community TV

**WORK ENVIRONMENT/CONDITIONS**

*The work environment and exposures described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Work Environment	Seldom or Never	Sometimes or Occasionally	Frequently or Often
Office or similar indoor environment			X
Outdoor environment		X	
Street environment (near moving traffic)	X		
Construction site	X		
Confined space		X	
Vehicle		X	
Warehouse environment	X		

## The Charter Township of Bloomfield, MI Job Description

<b>Classification Title</b>	Videographer/Editor
<b>Job Code</b>	
<b>FLSA Status</b>	Non-Exempt
<b>Pay Grade</b>	PT 106

### GENERAL SUMMARY

Responsible for independent production of governmental meetings and ENG productions of special events and meetings. Work in a variety of technical positions on crewed productions, which may include camera operator, technical director, graphics generator, engineer, audio or lighting technician.

### ESSENTIAL DUTIES & RESPONSIBILITIES

*The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by incumbents of this job. Employees may be requested to perform job-related tasks other than those specifically presented in this description.*

- Set-up and operation of video cameras, including robotic cameras and switching capabilities
- Technical knowledge of audio equipment and lighting techniques
- Able to work as a one-person videographer or crew member
- Edits, creates graphics, and finalize productions working with operations manager
- Export and upload assets to digital platforms.
- Performs other duties as required.

### MINIMUM ENTRANCE QUALIFICATIONS

#### Education and Experience

- Bachelor's Degree from an accredited college with major course work in Broadcasting, Television, Communications, or related field
- 3 – 5 years' experience or training in video production or broadcasting
- Any equivalent combination of training, education, and experience that provides the required skills, knowledge and abilities

#### Licenses or Certifications

None.

### OTHER JOB REQUIREMENTS

None.

## PREFERRED QUALIFICATIONS

None.

## COMPETENCIES FOR SUCCESSFUL PERFORMANCE OF JOB DUTIES

### Knowledge of:

- Relevant Bloomfield Township policies and procedures
- Video production practices and procedures, including set design and directing

### Skill in:

- Use of video production equipment, including filming, editing, and assembling footage
- Editing software and social media platforms
- Use of relevant computer software as necessary

### Ability to:

- Communicate effectively orally and in writing
- Meet schedules and deadlines of the work

## WORK ENVIRONMENT/CONDITIONS

*The work environment and exposures described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Work Environment	Seldom or Never	Sometimes or Occasionally	Frequently or Often
Office or similar indoor environment			X
Outdoor environment			X
Street environment (near moving traffic)		X	
Construction site	X		
Confined space	X		
Vehicle		X	
Warehouse environment	X		
Shop environment	X		
Exposures	Seldom or Never	Sometimes or Occasionally	Frequently or Often
Individuals who are rude or irate		X	
Individuals with known violent backgrounds	X		
Extreme cold ( <i>below 32 degrees</i> )	X		
Extreme heat ( <i>above 100 degrees</i> )	X		
Communicable diseases	X		
Moving mechanical parts	X		

## The Charter Township of Bloomfield, MI

### Job Description

<b>Classification Title</b>	Cable and Community Relations Assistant
<b>Job Code</b>	
<b>FLSA Status</b>	Non-Exempt
<b>Pay Grade</b>	PT 101

### GENERAL SUMMARY

Supports the production of video and content including public events, meetings, concerts, sports, podcasts, documentary and other digital assets. Under supervision, assist producers on studio production, in the field, and post-production. Supports the digital distribution of video content including uploading to social media platforms, writing descriptions and posts. Supports Community Relations engagement activity.

### ESSENTIAL DUTIES & RESPONSIBILITIES

*The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by incumbents of this job. Employees may be requested to perform job-related tasks other than those specifically presented in this description.*

- Works as a production assistant on field productions and community events
- Assists in set tear down and set-up for studio productions
- Edits, creates graphics, uploads media to digital platforms and other post-production tasks as assigned
- Works with a production team to ensure high-quality video and audio production
- Assists Community Relations in tasks such as answering the phone, greeting guests, providing tours and supporting events.
- Performs other duties as required.

### MINIMUM ENTRANCE QUALIFICATIONS

#### Education and Experience

- Associate's Degree or 2 Years of College from an accredited college with major course work in video production, broadcasting or a related field
- At least 6 months of experience or training in video production or broadcasting
- Any equivalent combination of training, education, and experience that provides the required skills, knowledge and abilities

#### Licenses or Certifications

None.

### OTHER JOB REQUIREMENTS

None.

**Classification Title:** Cable and Community Relations Assistant**PREFERRED QUALIFICATIONS**

None.

**COMPETENCIES FOR SUCCESSFUL PERFORMANCE OF JOB DUTIES****Knowledge of:**

- Relevant Bloomfield Township policies and procedures
- Video production practices and procedures, including set design and directing

**Skill in:**

- Use of video production equipment, including filming, editing, and assembling footage
- Editing software and social media platforms
- Use of relevant computer software as necessary

**Ability to:**

- Communicate effectively orally and in writing
- Meet schedules and deadlines of the work

**WORK ENVIRONMENT/CONDITIONS**

*The work environment and exposures described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Work Environment	Seldom or Never	Sometimes or Occasionally	Frequently or Often
Office or similar indoor environment			X
Outdoor environment			X
Street environment (near moving traffic)		X	
Construction site	X		
Confined space	X		
Vehicle		X	
Warehouse environment	X		
Shop environment	X		
Exposures	Seldom or Never	Sometimes or Occasionally	Frequently or Often
Individuals who are rude or irate		X	
Individuals with known violent backgrounds	X		
Extreme cold ( <i>below 32 degrees</i> )	X		
Extreme heat ( <i>above 100 degrees</i> )	X		
Communicable diseases	X		
Moving mechanical parts	X		

# CARRIE LEZOTTE

COMMUNICATION EXECUTIVE & PRODUCER

[carrielezotte.com](http://carrielezotte.com) | 313.300.8233 | [contact@carrielezotte.com](mailto:contact@carrielezotte.com)

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## PROFILE SUMMARY

An Executive Producer and Communication Professional with more than 25 years of experience producing award-winning videos and managing diverse, creative, corporate, non-profit, and governmental teams. A producer of independent documentary films and digital content with excellent verbal and written communication skills and an interviewing style that encourages authenticity. Her leadership philosophy supports creativity, community and mistakes.

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## PROFESSIONAL SKILLS

Interviewing	Crisis Communication	Project Management
Grant Writing	Live Event Production	Research
Budgeting	Leading Creative Teams	Directing
Producing	Executive Communications	Video Editing

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## EDUCATION

### **Communication | Media Arts & Studies, M.A.**

Wayne State University

### **Interdisciplinary Humanities; Film, English, Theatre, B.A.**

### **Women's Studies, B.A.**

Michigan State University

### **Incident Command System Training (ICS) 100, 200, 300, 400, 700, 800**

Federal Emergency Management Agency

### **Lighting, Screenwriting, Camera in Action, Directing**

The International Film and Television Workshops

### **Directing Workshop**

New York University

### **ASA 101/103/104**

Great Lakes Sailing Company

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## WORK EXPERIENCE

### **DIRECTOR, CABLE AND COMMUNITY RELATIONS**

June 2022 – current

#### **Bloomfield Township**

- Serve as Executive Producer and manager of Public Access Television for six communities, supervising a staff of 20 and a \$1.6 million budget.
- Direct the communication vision, provide public relations and crisis communication expertise for Bloomfield Township.
- Engage residents by sharing local stories on multiple platforms including social media, digital platforms and traditional print. Manage marketing efforts for recruitment.

### **INSTRUCTOR**

August 2022 – May 2023

#### **Wayne State University**

- Taught two Introduction to film production labs.
- Instructed on camera techniques, production roles and editing.

### **EXECUTIVE PRODUCER AND DIRECTOR**

September 1994 – March 2021

#### **One of Us Films**

- Contract production work for political clients, businesses and non-profits.
- Developed independent documentary films and award winning work with community members, securing funding and working through distribution.

### **EXECUTIVE PRODUCER AND MARKETING MANAGER**

March 2008 – August 2016

#### **OIC Movies**

- OIC Movies is a unique video database of information and stories told in American Sign Language, captioned in English. Managed the development, strategy and marketing of the website.
- Created a go-to website producing more than 2000 videos for educators and interpreters.

### **EXECUTIVE PRODUCER, CONTENT & COMMUNITY ENGAGEMENT**

May 2011 – May 2014

#### **Detroit Public Television**

- Managed digital distribution of video assets, website development, social media, and email engagement.
- Oversaw million dollar budget and productions of educational resources for the State of Michigan Early Childhood Investment Corporation.
- Created production proposals for content partners.

### **MANAGER, VIDEO COMMUNICATIONS**

July 1999 – Dec 2008

#### **Comerica Bank**

- Supervised all aspects of internal communications video production, live event production and external communications support.
  - Worked closely with executive management and led corporate-wide project teams on initiatives.
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srota@bloomfieldtwp.org | 248-433-7790 | 4200 Telegraph Rd., Bloomfield Hills, MI 48083

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## KEY SKILLS

- **Management** - 15 employees.
  - **Director** - Sports (Football, Basketball, Hockey, Water Polo, Baseball, Softball, Lacrosse, Wrestling, Volleyball, Swim & Dive). Parades, Concerts, Studio Podcasts, Interviews and Cooking Shows.
  - **Editor** - Adobe Suite, Avid Xpress, Pinnacle Liquid Purple, CMX A/B roll and RM440 3/4" Umatic.
  - **Cameras** - Canon C70, XF705, XF105, C100, 5D, Grass Valley LDK4000 and LDK8000, Robotic cameras (Sony, Panasonic and Marshall). GoPro Hero 3, 4, 7 and 10.
  - **Switchers** - Tricaster TC2, TC1, 8000, 460, Tricaster mini, Grass Valley Kayak and Ross.
  - **Graphics** - Compix, SuperLogics, Inscribe Title Motion, Inca Title 1, TitleDeko Pro, SCALA, AVS Elite, Magic Box Alphgen.
  - **Other** - Helped oversee construction of a \$1,000,000 HD multi camera production truck, drive/operate remote production truck and helped with studio equipment upgrades.
  - **Additional Skills** - Leadership, communication, listening, attention to detail, teamwork, interpersonal skills.
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## WORK EXPERIENCE

- |   |   |
|---|---|
| <b>Bloomfield Community Television, Operations Manager</b>  | <b>January 1998 - Present</b><br><b>Bloomfield Township, MI</b> |
| <ul style="list-style-type: none"><li>• Managing day-to-day operations, scheduling and overseeing 15 part-time employees. Directing over 500 shows a year. Maintaining and purchasing equipment. Working with vendors, clients, community producers and volunteers on a daily basis. Accountability to department director.</li></ul> |   |
| <b>Olympia Entertainment, LCA Scoreboard Camera Operator</b>  | <b>September 2018 to Present</b><br><b>Detroit, MI</b>          |
| <ul style="list-style-type: none"><li>• Operate the Grass Valley LDK8000 cameras for the in house arena scoreboard.</li></ul>   |   |
| <b>WDIV Channel 4, Camera Operator</b>  | <b>November 2019 to Present</b><br><b>Detroit, MI</b>           |
| <ul style="list-style-type: none"><li>• Operate the Grass Valley LDK8000 camera for the annual Thanksgiving Day Parade.</li></ul>   |   |
| <b>Joseph Productions, Joe Louis Arena Technical Director</b>   | <b>September 2002 to April 2017</b><br><b>Detroit, MI</b>       |
| <ul style="list-style-type: none"><li>• Operated the Tricaster 8000 for the in house arena scoreboard.</li></ul>  |   |
| <b>Music Box Productions, Wedding Videographer</b>  | <b>June 2000 to September 2022</b><br><b>Fraser, MI</b>         |
| <ul style="list-style-type: none"><li>• Operated camera for over 100 weddings and edited over 50 weddings.</li></ul>  |   |
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## EDUCATION

**Bachelor of Science in Television Production**  
Ferris State University

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## HONORS

- 2005 Emmy Award.
- Three Telly Awards.
- Two Hometown Awards and a Judges Choice Award.
- Six Herald Awards and a Community Services Award.
- 20 Philo Awards.

**OPERATIONS MANAGER** leveraging over 10 years of experience within the telecommunications industry to successfully oversee the timely and quality completion of production objectives, deliver cable programming services to local communities, and ensure compliance with FCC standards. Detail-oriented researcher with a proven history of conducting in-depth research to stay ahead of ongoing industry trends, safeguarding a competitive edge within a saturated market. Steadfast leader adept at serving as a key mentor to interns and new hires, instructing individuals on best practices and company policies.

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## AREAS OF EXPERTISE

- |                          |                       |                       |
|--------------------------|-----------------------|-----------------------|
| ✓ Television Programming | ✓ Team Leadership     | ✓ Community Outreach  |
| ✓ Film Production        | ✓ Vendor Partnerships | ✓ Consumer Engagement |
| ✓ Operations Management  | ✓ Project Management  | ✓ Digital Marketing   |
- 

## PROFESSIONAL EXPERIENCE & ACCOMPLISHMENTS

### **Bloomfield Township Cable & Community Relations Department** **2010 – Present** *Operations Manager, Cable & Community Relations* **2020 – Present**

- Served as an Interim Operations Director, completing essential functions such as designing production schedules, planning in-studio recordings, preparing quarterly newsletters, and creating outreach strategies that utilized press releases, social media posts, and the Township website to drive community engagement.
- Ensured the strict adherence to FCC and Birmingham Area Cable Board compliance requirements.
- Directed the successful revamping of the production van, acquiring new state-of-the-art equipment.
- Applied negotiation skills to secure a five-year client contract that provided additional job security to staff.
- Coordinated with the IT team to effectively live-record municipal meetings across six communities.
- Led the completion of staff onboarding procedures, managing tasks such as recruiting, interviewing, hiring, and training to establish a high-performing team that achieved optimal workflow production.

### *Senior Production Specialist & Equipment Coordinator* **2014 – 2020**

- Oversaw a 15-member production crew in creating public and government programming, utilizing project management skills to direct and edit content while ensuring the achievement of budget and deadline goals.
- Championed the development and implementation of a new Internship Program, coordinating with local universities to obtain students within the industry; effectively augmented internal workplace operations.
- Applied industry expertise to deliver strategic insights that enhanced programming practices and drove consumer engagement, facilitating research to maintain a comprehensive knowledge of ongoing trends.
- Played a critical role in the execution of community outreach strategies, assisting with the management of all social media content in the overall objective of expanding into new client markets.
- Leveraged advanced communication skills to establish key industry networks, creating strong partnerships with third party vendors to acquire key cost-effective equipment, staff, and resources for production.

### *Part-Time Cable Worker* **2011 – 2014**

- Coordinated directly with talent to collect required release forms and provide resources and information necessary for the successful completion of in-studio production operations.
- Supervised the appropriate care of production equipment by handling all set up and break down processes on set, safeguarding the overall quality of technical tools.

### *Volunteer* **2010 – 2011**

- Completed essential tasks to assist with achievement of production deadline objectives, effectively serving as an editor, camera operator, technical director, audio and replay engineer, and graphics operator.

**Preservation Bloomfield Board of Directors****2020 – Present***Secretary*

- Served as Secretary, completing essential functions in regard to records and minutes.
- Served as Promotions Committee lead.

**Film Lecturer****2014 – Present***Local Libraries*

- Present a local Oscars preview each winter at numerous libraries.
- Present other programs related to film history such as the History of Horror Films 1896 – Present Day.
- Present film screening and conduct Q&A with audience.

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**EDUCATION****Bachelor of Science (BS), Electronic Media & Film Studies****Bachelor of Arts (BA), Creative Writing**

Eastern Michigan University

# JOSE GUZMAN, JR.

## CONTACT



310-210-6218



jangelguzman@yahoo.com



Royal Oak, MI



[www.linkedin.com/in/jose-guzman44](http://www.linkedin.com/in/jose-guzman44)

Highly educated and quick learning communications specialist with experience in grant writing, content creation, event planning, and community engagement. Adept at following directions and adapting when creative problem solving is needed. Flourishes both in group environments as well as working autonomously.

## EXPERIENCE

### GRANTS AND ENGAGEMENT COORDINATOR

Bloomfield Township

March 2023 - Present

- Identifying new funding opportunities for the township and its residents.
- Planing and executing special events, community outreach, and public awareness campaigns.
- Promoting local events and initiatives via e-newsletter, press releases, radio PSAs, and the township website.

### CLIENT EXPERIENCE OPERATIONS TRAINER

Quicken Loans/Rocket Mortgage

May 2020 - November 2022

- Trained new hires and internal transfers in HOI (homeowner's insurance), Payoffs, and VOE (verification of employment).
- Created and assembled training materials for online and in-person training.
- Developed job aids and computer-based training materials for specialized processes

### PRESIDENT'S CLUB VENDOR SPEIALIST

March 2016 - May 2020

Quicken Loans

- Managed loan and judgement payoff documents for clients refinancing via QL.
- Supervised new team members in the training Call Lab.
- Constructed materials on best practices in Payoffs and VOE.

## BOOK SELLER

Barnes &amp; Noble

November 2011 - May 2013

August 2014 - January 2016

- Served in retail sales, merchandising, and customer service roles.
- Designed digital e-reader tutorials for customers
- Processed daily warehouse shipments and assessed inventory
- Trained incoming associates

## EDUCATION

Harvard University      June 2002  
B.A. in English

## SKILLS

- Content Creation
- Grant Writing
- Strong Communication Skills
- Troubleshooting
- Corporate Training
- Multitasking
- Time Management

## ACHIEVEMENTS

QTalk Presenter, "My Day in Jeopardy"  
Quicken Loans 2019

Rock Honors Nominee

Quicken Loans

- Best innovation in Vender Role 2019
- Best Performance in a Payoff Role 2018

Sports Jeopardy Champion  
Sony Pictures Television 2016

## REFERENCES

**Greg Black** 248-433-7790  
Director, Community Relations gblack@bloomfieldtpw.org

**Rob Scales**  
Clients Experience Operations Director,  
Rocket Mortgage

313-373-3037  
robscales@rocketmortgage.com

**Anna Schwesing**  
Clients Experience Operations Leader,  
Rocket Mortgage

313-373-0550  
annaschwesing@rocketmortgage.com

## **BLOOMFIELD TOWNSHIP ACHIEVEMENTS**

### **Grant Writing**

Over \$800K in grant funds in 18 months covering:

- Senior Center Dementia Care
- Fire Department Turn Out Gear
- Police Department Incident Command Vehicle
- Township Cybersecurity Software and Backup Storage




### **Community Engagement**

- 2 Township-Wide Open Houses – Planned and Executed
- Weekly E-Newsletters – distributed to 8,000 residents
- Bi-monthly Press Releases
- Bi-monthly Radio Spots on WBFH 88.1
- Member of Birmingham Bloomfield Chamber of Commerce
- Member of Bloomfield Hills Rotary Club
- Member of Birmingham Chamber of Action
- Executive Board Member of Woodward Avenue Dream Cruise Committee
- 2 Summer Programs of Weekly Food Trucks

# AMY MCKAIG

## DIGITAL CONTENT COORDINATOR

### CONTACT

 248-225-3884  
 amymcski@gmail.com  
 Troy, Michigan 48083

### EDUCATION

#### BA, ADVERTISING

Michigan State University

### PROJECT HIGHLIGHTS

Mobile App Design, Test, and Launch  
 Print Newsletter Redesign  
 Website Migration  
 Township Strategic Plan

### SKILLS

Digital Design  
 App Management  
 Creativity  
 Teamwork  
 Collaboration  
 Attention to Detail  
 Problem-Solving  
 Computer Literacy

### SUMMARY

I am a marketing professional with 15+ years of experience creating and distributing all forms of digital and print media for local government in order to enhance quality of life for the community.

### EXPERIENCE

#### DIGITAL CONTENT COORDINATOR

Bloomfield Township

##### 2023 - Present

- Manage website content to remain timely, user-friendly, accessible, and on brand.
- Manage content and engagement across multiple digital platforms including website, mobile app, social media channels, electronic newsletters, cable tv bulletin boards, and lobby televisions.
- Design layout of print newsletter, brochures, app graphics, social media graphics, and various other promotional materials.
- Regularly collaborate with other departments to develop communication plans that promote their department initiatives.
- Monitor analytics to improve traffic and engagement on all channels.
- Stay up-to-date on industry trends and best practices in web content management.
- Train and mentor junior content team members.

#### COMMUNITY AFFAIRS ASSOCIATE

City of Troy

##### 2018 - 2023

- Digital and print communications.
- Community engagement at City sponsored events.
- Collaboration with sponsors, nonprofits, and community groups.
- Developed campaigns for City sponsored events.
- Tracked success of campaigns and events.

# James Drum

New Haven, MI | (248) 224-6943 | [jd072975@gmail.com](mailto:jd072975@gmail.com) | [Linkedin](#) | [YouTube](#)

## PROFILE

## Philo T. Farnsworth Award Winner

Experienced Videographer and Editor with a demonstrated history of working in Television and Video Production. Skilled in conventional video and DSLR cameras, non-linear digital editing systems, sound recording and design, Studio and ENG field productions.

## EDUCATION

### Specs Howard School of Media Arts

Southfield, MI

Diploma, Television and Video Production

## SKILLS

**Production:** Camera setup and operation, Directing, Technical Directing, Lighting, Audio Recording, Drone

**Post Production:** Editing, Audio Mixing, Color Grading, Motion Graphics, Encoding, Rendering and Exporting

**Content Creation:** Web Design, Graphic Design, Podcast Production, YouTube Channel Management

## WORK EXPERIENCE

### Bloomfield Community Television

July 2024 – Present

#### Senior Production Specialist

Bloomfield Twp., MI

- Directing, Filming and Editing of Events, Promos and Shows
- Shooting with the **Canon XF705**, **Canon C70**, **GoPro** cameras and **DJI Drones**
- Non Linear Editing using **Adobe Premiere Pro**
- Sound Design, Color Grading and Podcast Production
- Graphic and Motion Design using **After Effects** and **Adobe Photoshop**

### GBS Media

July 2022 – February 2024

#### Video Production Specialist

Port Huron, MI

- Covering High School & College Sporting Events, Community Events, Promos
- Shooting with the **JVC GY-HM250**, **Canon DSLR**, **GoPro** cameras and **DJI Drones**
- Non Linear Editing using **Adobe Premiere Pro** and **After Effects**
- Graphic Design, Logo Creation and Branding using **Adobe Creative Suite**
- Sound Design, Color Grading and Podcast Production
- Writing AI assisted articles for online news magazine. **ChatGPT** experience

### Macomb Township

May 2006 – July 2022

#### Media Technician

Macomb, MI

- Videographer/Editor of Board Meetings, Television Promos, Sporting Events and PSAs
- Shooting with the **JVC GY-HM850U ProHD**, **Canon DSLR** and **GoPro** cameras
- Non Linear Editing using **Adobe Premiere Pro**, **Avid Express Pro** and **After Effects**
- Broadcast and Web Graphics, Photo Restoration, Thumbnail Design using **Adobe Photoshop**

[YouTube](#) channel with examples

# PHILLIP SWANTEK

Royal Oak, MI 48073  
248-321-4629  
[pswante61@gmail.com](mailto:pswante61@gmail.com)  
[LinkedIn](#) | [YouTube](#)  
[Adobe Portfolio](#)

## Areas of Expertise

Video Production  
Creative Strategy & Direction  
Production Management  
Client Relations  
Producer  
Director  
Scriptwriter  
Treatments  
Budgeting  
Videography  
Editing  
On Location & In Studio Director  
Sound Technician  
Lighting Direction  
Teaching & Training

## TECHNICAL SKILLS

Cameras: Sony, JVC, Canon DSLR,  
Blackmagic | Adobe Premiere |  
Word | Excel | Google Drive |  
YouTube Creator Studio | OBS  
Live Streaming

## PAST CLIENTS

GM | SunTrust Bank | Meritor |  
Visteon | UAW/GM | U-M |  
DaimlerChrysler | BCBSM | DTE |  
Detroit Economic Club | EcoCar |  
Faurecia | Focus Hope |  
Covenant Community Care |  
VFW National Home | Dakota  
Integrated Systems | I-CAR |  
Henkel | Fox Sports Detroit

## EDUCATION

Bachelor of Arts –  
Telecommunications |  
MICHIGAN STATE UNIVERSITY |  
East Lansing, MI

## SENIOR VIDEO PRODUCER

Award-winning producer, director, writer, and professor with video production experience in television, sales & marketing, promotion, and training both domestically and internationally. Organized and creative director known for strong work ethic and ability to manage large projects from concept to on-time, quality completion. Skilled problem solver able to analyze situations, make quick decisions, and resolve challenges. Worked with clients while balancing creative and financial aspects of business including Fortune 500 companies DaimlerChrysler, GM, and SunTrust Bank.

## PROFESSIONAL EXPERIENCE

### LAWRENCE TECHNOLOGICAL UNIVERSITY | Southfield, MI | 2009—Present Adjunct Professor

Hired to teach university-level courses for bachelor's degree program in Media Communication including core classes "Camera for Broadcast" and "Video Editing". Instruct students on Adobe Premiere Pro, videography, 3-point lighting, audio recording, and interviewing techniques. Research and advise on video equipment purchase for department to enhance learning environment.

- Developed 14-week curriculum teaching camera equipment usage as well as angles and framing, three point lighting, sound recording, and interviewing.
- Created 14-week curriculum teaching all aspects of video production process ranked high by students.

### MCCI INTEGRATED MARKETING | Detroit, MI | 2010—2019 Senior Producer/Director

Provided creative direction for video projects supporting client's bottom line. Oversaw staffing assignments, scriptwriting, budgeting, producing, directing, videography, and editing to ensure efficient project workflow. Created internal and external training, promotional, marketing, sales, and documentary videos. Organized, maintained, and repaired production gear for project availability. Maintained and archived media and master files. Researched and advised on cost-effective equipment purchases aligning with business strategy.

- Consistently completed well-staffed, on-time video projects while multitasking additional responsibilities.
- Successfully produced & directed live event and nationally streamed client's CEO announcement within one week.
- Delivered entertaining, easy-to-understand internal training video for GM resulting in positive employee reviews and gained repeat business from client.
- Gained three years of repeat video production services with SunTrust Bank for quality production of short video series.

## AWARDS

2016 Telly: "Amazing Wings"-  
Director/Videographer/Editor



2016 Telly: "MORC Futures  
Foundation" - Producer/Director



2013 Telly: "Henkel Corporation"  
- Producer/Director



2016 Arts and Sciences Student  
Recognition Award



2012 Student Recognition Award  
for Exceptional Mentoring and  
Student Engagement



2003 Telly: "That They May  
Hear" -  
Writer/Producer/Director



2003 Telly: "With Wings Like  
Eagles" – Writer / Producer /  
Videographer / Editor



2001 Telly: "Thought Bubble" -  
Writer/Producer/Director



2001 MCA-I Gold Award:  
"Thought Bubble" -  
Writer/Producer/Director



1995 Telly: "Simply...by Faith" -  
Writer/Producer/Director/Editor



1994 Gold Cindy: *Zola Levitt  
Presents "Secrets of the Scrolls"*  
- Videographer/Editor

## SWANTEK PRODUCTIONS | Royal Oak, MI | 2005—2010

### Owner/Founder

Served as writer, producer, director, videographer, and editor for national half-hour health and nutrition TV program as well as fundraising and marketing programs, commercials, and business conference presentations. Clients included: "Peter's Principles" TV show, Kelly Services, and MCCI. Oversaw video production process and post-production maintaining efficiency and quality.

- Wrote, produced, and directed 30-minute television show broadcast on Detroit NBC affiliate for three years meeting broadcast air date deadline and budget.

## TELEVIDEO STUDIOS | Troy, MI | 1999—2005

### Staff Producer/Senior Editor

Executed video productions for corporate training, speaker support, fundraising, sales and marketing, and TV broadcast as producer, director, writer, camera operator, and editor. Handled aspects of production including creative treatments, project quotes, managing in-studio and on-location production, and crew scheduling.

- Created award winning video promoting internal capabilities of TeleVideo production facility. Won award for production of promotional video for U-M Department of Otolaryngology.

## ADDITIONAL EXPERIENCE

## BERG PRODUCTIONS | Dallas, TX

### Assistant Director/Writer/Videographer/Editor

- Director, writer, & editor for award-winning, national TV programs, "Zola Levitt Presents," & "The Alternative."

## WWTV CHANNEL 9&10 | Traverse City, MI

### Production Manager

- Schedule shoots, write commercials and long form special projects. Produce, direct, film and edit recorded and live in studio and on location events.

# Courtney Clark

18615 Floral Street, Livonia, MI 48152  
 courtneyhuttonclark@gmail.com  
 937.902.1393

## Work History

Ford-Wyoming Drive In    *Dearborn, MI*    2020-present

Director of Marketing & Social Media

Key Responsibilities: Designing or supervising design of all graphic elements on social media, web, and print, social media posting and responsiveness, website design, weekly showtime scheduling

Toledo Alliance for the Performing Arts (TAPA)    *Toledo, OH*    2020-2024

Contract Video Director/Technical Director, Toledo Symphony Orchestra and Toledo Ballet

Key Responsibilities: designing cue sheets for concerts, technical preparation for video, directing and technical directing live shows, scheduling and supervising crew members

WGTE Public Media    *Toledo, OH*    2014-2020

Producer & Production Coordinator

Key Responsibilities: Producing live broadcast shows including directing and technical directing, documentary and short form video production including interviewing, editing, videography, and still & motion graphics

Toledo MudHens & Walleye    *Toledo, OH*    2014-2017

In-Game Replay and Graphics Operator

## Education

Bowling Green State University    2009-2014

Bachelor of Arts, Film Production    *minors: Arts Management, Spanish*

## Notable Skills

Live event directing and technical directing (Newtek Tricaster, Vision, Blackmagic, Anycast)

Live graphics experience (chyron)

Live replay experience (Newtek 3-play, Z-play)

Videography & field lighting

Editing (Adobe Premiere Pro, Final Cut Pro)

Familiarity with Adobe Creative Suite

Familiarity with Microsoft Office Suite

## References

Marc Hathaway    Formerly WGTE    marc.a.hathaway@gmail.com    419.360.1023

Kaitlyn Finkler    WBGU    kaitlynkuch@icloud.com    419.722.7013

Aaron Clark    Ford-Wyoming Drive In    aclark@quadrants.com    734.855.9237

**EMPLOYMENT**

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***Bloomfield Community Television***

2/2013 - present

**Studio production and post-production**

Technical directing, NewTek TriCaster.

Linear and non-linear video editing on Adobe Premiere Pro, Avid Xpress Pro, and Final Cut Pro X, P2 card format.

Floor Directing.

Operating studio camera.

Operating Teleprompter.

Operating audio board.

***WJBK FOX 2, Detroit, Michigan***

6/1999 - 3/2008

**Per Diem Broadcast Engineer - News Editing**

Video editor: wraps, inserts, b-roll, and sound bites for Fox 2 News on Avid NewsCutter non-linear edit system.

Dependable and fast. Work with reporters, writers, and producers.

Tape coordinator: assign projects to editors and keep track of items being edited for newscasts.

News playback: accurate and dependable playback of video tape for Fox 2 News.

***WXYZ TV 7 / E.W. Scripps Company, Detroit, Michigan***

6/1995 - 3/1999

**Broadcast Engineer - News Editing**

Video editor: wraps, inserts, b-roll, and sound bites for 7 Action News with Panasonic DVC Pro digital editing units and equipment.

News playback operator.

Record satellite feeds, record dubs, and archive news tapes.

***WADL TV 38 / Adell Broadcasting, Detroit, Michigan***

8/1989 - 6/1995

**Assistant Supervisor of Operations and Master Control**

On air switching on Utah Scientific CP 5028 MC Board.

Operate Alamar SC2000 Automation system.

Take readings from Harris TV 120UX Transmitter.

***Freelance Writer***

1984 - 1985

Artist and author of THREE STOOGES comic strips as published in THE 3 STOOGES JOURNAL, the periodical of the Three Stooges Club, Inc., Morris Feinberg (Larry Fine's brother) editor and president.

**EDUCATION**

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Specs Howard School of Broadcast Arts, Southfield, Michigan

Focused on video production. Graduated, received diploma and broadcast endorsement.

Macomb Community College, Warren, Michigan

Focused on graphic arts, English, and history.

**LICENSES**

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FCC Third Class Operator's License, 7/7/1989

**Michael Kopmeyer**  
[mkopmeyer@gmail.com](mailto:mkopmeyer@gmail.com)  
 248.220.2459

## ***Videographer / Producer / Director*** ***Post-Production Services***

### **CAREER HISTORY**

Freelance Videographer (November 2017 - present)  
 Live-set camera / ENG recording: Red Wings and Pistons games.

**Fox Sports Detroit**

Production Assistant (January 2016 - present)  
 Videographer for a variety of community events. Direct live-coverage for government meetings.

**Bloomfield Community Television**

Video Production Specialist (August 2016 - present)  
 Director, videographer, and production technician for live-streamed athletic events coverage.

**Madonna University**

Remote Production Coordinator (1999 - 2015)  
 Producer, director, videographer, and engineer-in-charge, CMNtv production truck.

**Community Media Network**

Production Assistant / Production Technician  
**TCI Cablevision of Oakland County**

Master Control Operations  
**WADL-TV**

### **EDUCATION**

**Oakland University** Rochester, MI **Bachelor of Arts**  
 Major: History / Minor: German.

**St. Clair County Community College** Port Huron, MI **Associate of Arts**  
 Studies included: technical theatre.

**Specs Howard School of Broadcast Arts** Southfield, MI **Radio-Television Program**

# Michael Babbish

## Contact

### Email

HireBabbish@gmail.com

### Phone

(310) 382-6023

### Address

23210 Greater Mack Ave Unit #131  
St. Clair Shores MI 48080

## Portfolio

<http://www.MichaelBabbish.com>

## Education

### Michigan State University (Class of 2010)

Bachelor of Arts in Anthropology, Additional Major in Professional Writing

## Professional Strengths

- Director of Photography for over 100 national commercials with over 15 years of experience.
- Expert in all cinema camera platforms including RED, Alexa, Sony, Canon, and Blackmagic.
- Diverse work background with experience in Cinematography, Video Production, Information & Technology, Education, Graphic Design, Publishing, Video Editing, and Management.
- Over 6 years of real-time experience working in a variety of IT environments including Pharmaceutical, corporate, retail, educational, and independent establishments.
- Proficient in Windows and Mac OS. Proficient in all computing necessities found in the modern workplace (Word, Excel, Google Drive, etc.). Proficient in Final Draft, DaVinci Resolve, Final Cut Pro, and Adobe Creative Suite including Premiere, Photoshop and InDesign.
- Proficient in Multimedia and Web Design using platforms including Squarespace and Wordpress.

## Work Experience

### Aboard & Abroad Productions LLC

#### Creative Director / Owner / Director of Photography

September 2008 – Present

Metro-Detroit, MI

- Videography services ranging from pre-production, production, and post-production.
- Fly unmanned aircraft for commercial application as a Part 107 Certified UAS Pilot
- Director of Photography for over 100 television ad campaigns

### McKesson

#### Help Desk Coordinator Level 2

July 2014 - January 2016

- Provided Help Desk services for Pharmaceutical software and hardware
- Produced training videos to aid in training new hires

### Mandalay Entertainment

#### IT Consultant / Assistant to CFO

October 2010 – July 2012

- Computer Repair, System Administrator, Help Desk Services, and Technological Consultant for a variety of clients in a corporate atmosphere.
- General office administrative duties including rolling calls, inventory, archiving, and filing.

### Michigan State College of Human Medicine

#### Standardized Patient

October 2013 – July 2014

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## ELLIOT CORBIN - VIDEO EDITOR & VIDEOGRAPHER

### CONTACT

[elliott.corbin@gmail.com](mailto:elliott.corbin@gmail.com) <https://www.elliotriversc.com>

### SKILLS

Adobe CC	DaVinci Resolve
Final Cut Pro	Color Correction
Graphics	Audio Design

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### Summary

Passionate Video Editor and Videographer with an excellent eye for detail and 5+ years of experience shooting and editing short-form and long-form content. A proven track record of managing post-production and collaborating with creative teams to refine storytelling.

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### Experience

#### Self-Employed Video Editor and Videographer — 2022–Present

Worked with clients such as Let's Go Deeper Educational Services and small businesses to record and edit promotional content to create a satisfactory final products.

- Communicated with multiple clients to manipulate footage into content they were happy with.
- Exported video compatible with multiple websites and social media such as YouTube and TikTok.
- Used camera equipment to shoot attractive and well rounded video.

#### Short Film Video Editor — 2021-2022

Managed post-production and manipulated footage to create a coherent project for multiple short films.

- Used editing software (Adobe CC and DaVinci Resolve) to piece together hours of footage.
- Added color correction, audio design, and graphics to footage to create logical and impactful storylines
- Communicated with post-production team and director to revise edits.

#### Nonprofit Newscast Video Creator, Creuseline News — 2018-2021

Wrote and edited journalistic content, such as interviews, promotional pieces, and educational content, for nonprofit online newscast.

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- Operated news production equipment such as cinema cameras, switcher studio, and telecaster.
  - Researched topics to write and administer interview questions in an unbiased way
- 

## Education

L'Anse Creuse High School — Diploma, 2017- 2021

Motion Picture Institute — Certificate, 2021- 2022

Macomb Community College — AAS, 2023- Present

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# SAVANNAH OWENS

## CONTACT

**Name** Savannah Owens  
**City** Waterford, MI  
**Phone** 248.805.4314  
**Email** savannah.lee.owens@gmail.com

## SKILLS

### Video Production

Video capture, Video Editing, Sound Engineering, Audio capture, Compositing, Color Correcting. S-log and Raw Video processing.




### Adobe

Premier Pro, After Effects, Illustrator, Indesign, Photoshop, Lightroom.

### Visual Arts

Motion Graphics, Illustrations, Photography, Storyboarding, Concept Art.

### Social Media

 <https://www.instagram.com/vanna.lee.videography/>  
 [www.linkedin.com/in/savannah-owens-99034721b/](https://www.linkedin.com/in/savannah-owens-99034721b/)  
 <https://www.behance.net/savannahowens>

## EDUCATION

**Macomb Community College** 2020 - 2024  
 Video Production Media & Communication Arts  
 Associate of Arts and Sciences - AAS GPA 4.0  
**Oakland Schools Technical Campus** 2018 - 2020  
 Visual Imaging, Graphic and Communication Design  
 - High School Diploma GPA 4.0

## EXPERIENCE

**Order Fulfillment Associate** Home Depot Jul 2020- Present  
 Properly fulfill and prepare either same day to next day deliveries Effectively manage delivery problems, update customers, and follow up as needed. Provide curbside delivery and order pick-up. Forklift & vehicle operation.

**Lead Digital Video Specialist** Super Purposes Oct 2023 - Apr 2024  
 Repurposing content and re-creating it into new Career Coaching Programs. Being a part of working on three award-winning docuseries, created motion graphics such as the intro openings to each series. Worked on live-broadcasts, social media content, leading, multitasking, conducting interviews, and coaching fellow teammates.

**Video Production Intern** Reroot Pontiac May 2023 - Aug 2023  
 Produced video projects such as interviews, mini-documentaries, and informative content. Created compelling motion graphics that delivered cohesiveness and vivid story-telling. Expanded the organization's video library by creating multiple videos that individually highlighted their projects.

# Zayda Schneider

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**Phone:** (734) 564-3326

**Email:** zayda.schneider@gmail.com

**Based:** Metro Detroit

**Videographer/editor** with 4+ years' experience editing photo and video, and 3+ years' working with camera and lighting. Years of learning how a film production is executed has provided me with a well-rounded understanding of how to produce professional quality content.

## Relevant Experience

**Photographer** at Lifetouch March-June 2024

Preschool and candid photographer, transporting equipment to each school to capture bespoke images.

**Camera Operator** for *Mirari* (2024)

Operated for handheld, tripod, and dolly shots.

Directed by Francesco Aldersons

**Production Assistant** for *Wicked* (2024)

Escorting actors, making food runs, and holding down set for takes.

Directed by Jon Chu

**Lighting Technician/Gaffer** for *A-Side* (2023)

Created and executed lighting plans with a team, ensuring electrical and physical safety on set.

Directed by James Punshon

**1<sup>st</sup> Assistant Camera** for *Alkis* (2023)

Directed by Ula Rubazeviciute

**Camera Operator** for *Anatomy of Being* (2022)

Directed by Tom Potter

**Lighting Assistant/Spark** for *One Park Bench* (2022)

Directed by Rory Caulfield

## Relevant Skills

**Adobe Creative Suite** (Photoshop, Premiere, Lightroom, After Effects, etc.)

**Cinema Cameras** (Sony, Canon, and Arri models)

**DSLR Cameras** (Nikon, Sony, and Canon models)

**Professional Lighting** (Indoor and Outdoor)

**Personal Vehicle**

## Education

**BA (Hons) in Film Production, 2023**

Specialism in Cinematography

Arts University Bournemouth in Bournemouth, England

**Certificate of Higher Education in Visual Effects for Film and TV, 2020**

Arts University Bournemouth in Bournemouth, England

Year	Organization	Award	Category	Project
2023	NATO	Award of Distinction	Category 51	BT Police Dept. Social Media Recruitment Campaign
2023	NATO	Award of Honor	Category 52	Midnights with BT Police Dept.
2023	Telly Awards			Felony Arrest Video (in partnership with BTPD)
2017	Philo T. Farnsworth Award	Excellence	Sports Coverage Professional	BACB Sports - 2016 Groves VS Seaholm - FOOTBALL
2017	Philo T. Farnsworth Award	Excellence	Sports Entertainment/Talk Professional	Beyond the Box Score 2016 Fall Edition
2017	Philo T. Farnsworth Award	Excellence	Instructional Professional	Johnny's Prep Kitchen "Rack of Lamb"
2017	Philo T. Farnsworth Award	Finalist	Arts/Cultural Awareness Professional	Art & Design "TedX Detroit"
2014	Telly Awards			Birmingham Bloomfield Symphony Orchestra Musical
2014	Telly Awards			Beyond the Box Score
2014	Telly Awards			Soup and Company
2013	NATO	2nd Place	Government Programming - Live Sports	BACB Sports: Girls Basketball - Seaholm VS Groves
2013	Philo T. Farnsworth Award	Excellence	Performing Arts Professional	Birmingham Bloomfield Symphony Orchestra "Holiday Cheer"
2013	Philo T. Farnsworth Award	Excellence	Documentary Professional	Village Players 90th Anniversary
2013	Philo T. Farnsworth Award	Excellence		Village Players 90th Anniversary
2013	Philo T. Farnsworth Award	Excellence	Seniors Professional	Agebusters
2013	Philo T. Farnsworth Award	Excellence	Best Series Program	Soup & Company
2013	Telly Awards			Soup and Company
2011	Telly Awards			287
2009	Philo T. Farnsworth Award	Excellence	Seniors Professional	Agebusters
2009	Philo T. Farnsworth Award	Excellence	Children's Programming Professional	2009 Kids Dog Show
2009	Philo T. Farnsworth Award	Excellence	Talk Show Professional	Practical Law - Never Enough
2009	Philo T. Farnsworth Award	Excellence	Instructional Professional	Ask Dr. T
2009	Philo T. Farnsworth Award	Excellence	Documentary Event Professional	Bloomfield Township Today: Budling a Championship
2006	Herald Awards			Outstanding Programming
2006	Metropolitan Christian Council	Honors		Outstanding Local Religious Programming
2006	Philo T. Farnsworth Award	Excellence	Talk Show Professional	Dining Out
2006	Philo T. Farnsworth Award	Excellence	Talk Show Professional	Practical Law - Cable Legislation
2006	Philo T. Farnsworth Award			Two 1st Place and Three 2nd Place Awards
2005	Herald Awards			Community Service Award
2005	Michigan Emmy			Interfaith Odyssey "DaVinci Code"
2005	Philo T. Farnsworth Award	Excellence	Instructional Professional	In Season
2005	Philo T. Farnsworth Award			Three 1st Place and Two 2nd Place Awards
2005	Philo T. Farnsworth Award	Excellence	Performing Arts Professional	Birmingham Bloomfield Symphony Orchestra "Romantic Blockbusters"
2004	Herald Awards			Two 1st Place Awards
2004	Hometown Video Festival			1st Place and 2nd Place Awards
2002	NATO	Honorable Mention	Children's Programming	Daedals Doors "Go Back In Time"
2001	Philo T. Farnsworth Award	Excellence	Documentary Profile Professional	On My Own Golf Outing
2001	Philo T. Farnsworth Award	Excellence	Arts & Cultural Professional	Time Out for Opera
2001	Philo T. Farnsworth Award	Excellence	Cultural Event Professional	Global Connections The Royal Tombs of UR
2000	Philo T. Farnsworth Award	Excellence	Original Teleplay Professional	BTPL Teen Advisory Board "Books Alive"
1999	Hometown Video Festival			Judge's Choice Award
1999	Hometown Video Festival			On Line Music Video
1999	Hometown Video Festival			Daedals Doors
1999	Philo T. Farnsworth Award	Excellence	Professional Series	Journeys of Faith
1999	Philo T. Farnsworth Award	Excellence	Professional Series	Dining Out
1999	Philo T. Farnsworth Award	Excellence	Professional Series	Spotlight Dancing
1999	Philo T. Farnsworth Award	Excellence	Professional Series	Time Out for Opera
1990	Philo T. Farnsworth Award	Excellence	Documentary of an Event	1989 Golf Tournament Benefit For Burn Medicine

### **THIRD RESTATED AGREEMENT FOR CABLE ACCESS MANAGEMENT**

THIS THIRD RESTATED AGREEMENT FOR CABLE ACCESS MANAGEMENT (hereinafter referred to as the "Agreement") made as of the date of the last signature and effective January 1, 2022, is by and between THE BIRMINGHAM AREA CABLE BOARD (hereinafter referred to as the "Board"), and the CHARTER TOWNSHIP OF BLOOMFIELD, providing services as BLOOMFIELD COMMUNITY TELEVISION (hereinafter referred to as "BCTV").

#### **Recitals**

1. The Board requires cable television programming services for the Government Access Channel and Public Access Channel, which channels serve the communities of Birmingham, Beverly Hills, Franklin, and Bingham Farms. BCTV has demonstrated that it has the personnel, the equipment, and the ability to furnish the public and government programming services required by the Board.

2. The parties previously entered into an Agreement for Cable Access Management effective July 1, 2007, as thereafter amended effective July 1, 2008 and June 1, 2009. The parties also previously entered into a Restated Agreement for Cable Access Management effective July 1, 2011 and extended by the Amendment to the Restated Agreement for Cable Access Management dated July 1, 2014.

3. The parties also previously entered into a Second Restated Agreement for Cable Access Management that was effective from July 1, 2015 through June 30, 2018, which Second Restated Agreement for Cable Access Management was amended by the First Amendment to Second Restated Agreement for Cable Access Management dated August 2015, which First Amendment to Second Restated Agreement for Cable Access Management provided that BCTV

would provide the Board with the taping and rebroadcasting of meetings of the Birmingham Zoning Board of Appeals and Birmingham Multi-Modal Transportation Board and live broadcasting of the Birmingham Advisory Parking Committee meetings and adjusting the compensation to account for said additional meetings. The Second Restated Agreement for Cable Access Management, as amended, was also amended by the Second Amendment to Second Restated Agreement for Cable Access Management dated November of 2017, which Second Amendment to Second Restated Agreement for Cable Access Management provided that BCTV would provide the Board with the taping and rebroadcasting of monthly meetings of the Birmingham Parks and Recreation Board and adjusting the compensation to account for said additional meetings. The Board exercised the one year renewal of the Second Restated Agreement for Cable Access Management, as amended, extending the term of the Second Restated Agreement for Cable Access Management, as amended, to July 30, 2019.

4. The parties are entering into this Third Restated Agreement for Cable Access Management to set forth the rights and obligations of the parties hereto with respect to BCTV providing the Board with cable television programming services for the government access channel and public access channel which channels serve the communities of Birmingham, Beverly Hills, Franklin and Bingham Farms, including but not limited to the live broadcasting and/or taping and/or rebroadcasting of certain municipal meetings for Birmingham, Beverly Hills, Franklin and Bingham Farms and certain sporting events for the Birmingham Public Schools, and to set forth the compensation to be paid by the Board to BCTV for the provision of the cable television programming services as described herein for the period from January 1, 2022 through December 31, 2026.

### **Agreement**

Now, for good and valuation consideration, the parties hereto agree as follows:

1. **Engagement.** The Board hereby engages BCTV to furnish government and public access programming services, and BCTV hereby accepts such engagement, all subject to and in accordance with this Agreement.
  
2. **Incorporation by Reference.** Except as otherwise expressly provided in this Agreement, the Board and BCTV agree that they shall be bound by all of the terms, conditions, provisions, undertakings and representations as set forth in BCTV's ACCESS POLICIES & PROCEDURES (the "Policies"), as most recently revised in August 2018, a copy of which is attached hereto as Exhibit A and incorporated herein by reference. In the event of any conflict between any provision of Exhibit A, and any provision of this Agreement, the provision of this Agreement shall prevail.
  
3. **BCTV's Services.** The services to be furnished by BCTV under this Agreement shall be consistent with those historically provided pursuant to prior contracts between the parties. In general, such services include the operation of two cable channels, one for governmental programming and one for public access, including monitoring of such channels on a 24 hour, 7 day a week basis; the providing of a production facility for such channels; operation of the Board's remote truck, in accordance with paragraph 8 hereof; provide live or rebroadcast coverage in each year of the term of this Agreement of the municipal meetings in the form and number set forth on Exhibit B, which is attached hereto and incorporated herein by reference.

In addition to BCTV providing the Board with coverage of the municipal meetings set forth on Exhibit B, BCTV will also provide to the Board live and rebroadcast coverage of twenty-five (25) Birmingham Public Schools sporting events per year, as well as provide live

and/or taped and/or rebroadcasted coverage of up to twelve (12) additional municipal meetings per year as determined by the Board.

A monthly programming guide solely for Board Productions shall be produced by BCTV at its expense and distributed to Board members with predetermined amounts delivered to each of the municipalities.

4. **BCTV Personnel.** Throughout the term of this Agreement BCTV will provide the necessary employees to produce the designated programs and staffing of the production facility.

5. **Compensation.** In consideration for BCTV's services described in this Agreement, the Board shall pay BCTV as follows:

- (a) The annual amount of \$308,300.00 for each of the following one (1) year periods:
  - (i) from January 1, 2022 to December 31, 2022
  - (ii) from January 1, 2023 to December 31, 2023
  - (iii) from January 1, 2024 to December 31, 2024
  - (iv) from January 1, 2025 to December 31, 2025
  - (v) from January 1, 2026 to December 31, 2026
- (b) The annual amounts shall be payable in equal quarterly payments of \$77,075.00 on or before the first days of the months of January, April, July and October and shall be inclusive of all costs of every kind incurred by BCTV in performing its obligations under this Agreement to the Board. The specified installments of compensation shall be subject to the Board's receipt from BCTV of quarterly invoices for the same. In the event that

the Board wants BCTV to provide additional services for coverage of meetings and/or events that are not set forth in Exhibit B to this Agreement and/or in Section 3 of this Agreement, BCTV may provide said services for coverage of such additional meetings and/or events provided that the Board and BCTV are able to reach an agreement as to the amount of additional compensation for said meeting and/or event coverage and the form of the coverage to be provided.

6. **Term/Effective Date.** The term of this Agreement shall be from January 1, 2022 (the "Effective Date") through December 31, 2026 provided, however, either party may terminate this Agreement, without cause, with sixty (60) days written notice to the other party. Nothing in this Agreement shall prevent the parties from agreeing to extensions upon mutually agreeable terms and conditions.

7. **Quarterly Performance Reviews.** The Board and BCTV do hereby mutually agree to meet on a quarterly basis during the months of January, April, July and October of each year this Agreement is in effect to review the parties' performance under this contract. The purpose and intent of the quarterly reviews include, but is not limited to, a review of program quality and content.

8. **Board Provided Equipment.** To assist BCTV in BCTV's performance of its undertakings, the Board agrees to provide or cause to be provided to BCTV the following:

- (a) Board will be responsible for any cost with providing the link between BCTV's facility and cable head ends for all cable service providers.

- (b) The capital equipment as listed in the Board's Capital Asset Listing as of \_\_\_\_\_, attached to this Agreement as Exhibit C, and incorporated herein by reference.
- (c) Board owns and will keep equipped, its remote truck to be used by and at no charge to BCTV for meetings and offsite productions of joint interest to the Board or one or more of the communities it serves and BCTV. BCTV may also use the Board's remote truck for programming exclusively within the purview of BCTV for a charge of \$1,000.00 per programming use, with BCTV's payment to the Board for such use to be quarterly on or before the first days of January, April, July and October for uses in the 3 months preceding those dates.
- (d) The Board will be responsible for maintenance, repair and providing insurance and license plates for the remote truck, with BCTV responsible for its secure storage at BCTV's studio facilities and for all costs associated with BCTV's daily operations of the remote truck including gasoline.
- (e) In the event of a conflict between joint use and BCTV's exclusive use of the remote truck, joint use shall have priority. BCTV's use and operation of the remote truck shall be subject to and in accordance with the Bloomfield Township Employee Handbook provisions, with operation to be by full time employees only.
- (f) Subject to continuing to satisfy its payment, storage and operation responsibilities under Subsections (c), (d) and (e), BCTV's right to use of

the remote truck for programming exclusively within the purview of BCTV shall survive the expiration or termination of this Agreement for a reasonable time sufficient for BCTV to obtain use of an alternative remote truck.

9. **BCTV Executive Committee.** The Board shall appoint one (1) of its members, and an alternate, to attend the BCTV Cable Access Board meetings. The alternate may attend the BCTV Cable Access Board Meetings in the absence of the appointed member. The Board member shall also be a member of the BCTV Program Development Committee. BCTV shall send a representative to be in attendance at all Board meetings

10. **Status of the Parties.** It is agreed and understood that BCTV is an independent contractor with respect to the Board. Accordingly, this Agreement does not constitute BCTV, the partner, agent or legal representative of the Board for any purpose whatsoever, and BCTV is not granted any right or authority to assume or create any obligation on behalf of the Board or to commit any act or to make any representation which may adversely affect the Board of any right, privilege or power of the Board. It is expressly agreed and understood by the parties that BCTV shall have sole authority and responsibility for the hire and discharge of BCTV's employees, for establishing rates of pay, hours and conditions of employment and for all other employment policies and practices regarding BCTV's employees. Nothing in this Agreement shall be construed and/or interpreted to create an employer-employee relationship between the Board and BCTV and/or between BCTV and the Board.

11. **Indemnification/Insurance.** BCTV shall maintain comprehensive general liability, auto liability and worker's compensation insurance in accordance with standard BCTV

policy. BCTV shall furnish all certificates of insurance within ten (10) days of the effective date of this Agreement.

12. **Disputes.** If any dispute arising under this Agreement based on an alleged default is not resolved through the required informal process described at the end of this Section, it shall be resolved either by commencement of litigation or by compulsory arbitration. In the event that BCTV believes the Board is in default, it shall provide written notice to the Board of its complaint, at which time the Board shall have sixty (60) days to cure BCTV's complaint. Should the Board fail to cure the complaint, BCTV shall advise the Board in writing within thirty (30) days of the method it has elected for resolving the complaint (arbitration or litigation). In the event that the Board believes BCTV is in default, it shall provide written notice to BCTV of its complaint, at which time BCTV shall have sixty (60) days to cure the Board's complaint. Should BCTV fail to cure the complaint, the Board shall advise BCTV in writing within thirty (30) days of the method it has elected for resolving the claim (arbitration or litigation). If the dispute is resolved by compulsory arbitration, it shall be resolved pursuant to Chapter 50 of the Revised Judicature Act for the State of Michigan with each of the parties appointing one (1) arbitrator and two (2) thus appointed, appointing a third (3<sup>rd</sup>). Any Court having jurisdiction may render a Judgment upon the award of the arbitrators. In the event a party elects not to have the claim arbitrated or fails to make the required election, the dispute shall be resolved by litigation. The parties agree to promptly notify the other of any grievance they have with the other based on noncompliance with the Agreement (defaults) and that prior to giving a notice of arbitration or litigation, their authorized representatives will meet on at least one (1) occasion in an effort to settle the dispute.

13. **Retention of Materials and FOIA.** All tapes, recordings, documents, reports, and other written materials prepared by BCTV for the Board pursuant to this Agreement may be retained, used or disclosed by the Board both during the term of this Agreement and thereafter and may be treated by BCTV as public records subject to disclosure under the Freedom of Information Act.

14. **Copyright.** The parties hereto acknowledge and agree that all original programs produced by BCTV for the Board pursuant to this Agreement are a part of Audio-Visual Work and will be works made for hire as such terms are used in Section 101(2) of the Copyright Act of 1976 as amended, 17 USC §101(2). The parties, therefore, acknowledge and agree that the Board shall own the copyrights for productions created by BCTV: (1) for the Board as a work for hire pursuant to this Agreement; and (2) in which the primary subject is an event and/or entity located within the Board communities. The parties further agree that they shall own copyrights jointly for productions created jointly per this Agreement in which the subject includes an event and/or entity which is identified, in part, with BCTV communities. The parties further agree that BCTV shall own copyrights for productions created by BCTV not pursuant to this Agreement. Registration of a copyright shall be the responsibility of its owner, with BCTV to include a copyright notice on all programming produced under this agreement.

15. **Miscellaneous.**

- (a) **Amendments.** This Agreement may be amended or modified from time to time, but only by a written instrument executed by both parties.
- (b) **Entire Agreement.** This Agreement and the attached Exhibits contain the entire understanding of the parties and supersedes all written or oral agreements prior or contemporaneous discussions and understandings.

- (c) **Notice.** Any notice required or permitted hereunder shall be in writing and shall be deemed given when personally delivered or when sent by registered or certified mail, return receipt requested, addressed to the parties at their respective addresses set forth below their signatures to this Agreement, or at such other address as they may specify in writing. For the Board, notice shall be sent to its Chairperson.
- (d) **Non-Waiver of Breach.** A Waiver of either party of a particular breach or default in connection with any provision of this Agreement shall not be deemed a waiver of any subsequent default or breach of that same or any other provision of this Agreement.
- (e) **Captions.** The headings of this Agreement are for purposes of reference only and shall not be considered in construing this Agreement

16. **Non-Assignability.** Neither party shall assign its rights nor delegate its duties under this Agreement without the prior written approval of the other party.

17. **Benefit.** Except as otherwise provided, this Agreement shall be binding upon, and shall inure to the benefit of the parties and their respective successors and assigns.

18. This Agreement shall be construed and interpreted pursuant to the laws of the State of Michigan.

19. This Agreement may be executed by the parties in counterparts.

BIRMINGHAM AREA CABLE BOARD

By: Gilbert Gugni  
 Gilbert Gugni  
 Its: Chairman

1-19-22  
 Date

CHARTER TOWNSHIP OF BLOOMFIELD,  
BLOOMFIELD COMMUNITY TELEVISION

1-26-22  
Date

By: Dan Walsh  
Dan Walsh  
Its: Supervisor

7193662\_1

# Bloomfield Community Television

## ACCESS POLICIES & PROCEDURES



4200 Telegraph Road  
P.O. Box 489  
Bloomfield Hills MI 48303-0489

Phone: 248.433.7790  
Fax: 248.642.7624

[www.bloomfieldtwp.org/cable](http://www.bloomfieldtwp.org/cable)

Adopted May 2002  
Revised February 2003  
Revised March 2008  
Revised May 2010  
Revised March 2011  
Revised June 2012  
Revised May 2016  
Revised May 2018  
Revised August 2018

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## 1.0 Overview

### 1.1 Introduction

Bloomfield Community Television (BCTV) was established by the Charter Township of Bloomfield in 1983 to provide its residents and others active in community life access to local television. BCTV provides programming to Bloomfield Township and Bloomfield Hills according to its original franchise obligation, and to Birmingham, Beverly Hills, Franklin and Bingham Farms by contract with the Birmingham Area Cable Board (BACB).

### 1.2 Mission

The mission of BCTV is to facilitate the production and cablecast of television programs which reflect the interests and activities of the community and inform and enrich the lives of the people in our viewing area.

### 1.3 Definitions and Acronyms

- BCTV: Bloomfield Community Television,
- BACB: Birmingham Area Cable Board,
- BAMA: Birmingham Area Municipal Access
- BAPA: Birmingham Area Public Access
- PEG: Public, Educational and Government Access Television,
- PDC: Program Development Committee,
- FCC: Federal Communications Commission,
- CAB: Cable Advisory Board,
- CG: Character Generator,
- Series: more than one program under one project
- VOD: Video on Demand

### 1.4 Cable Providers

- Comcast (offered as Xfinity)
- AT&T (offered as Uverse)
- Wide Open West (WOW)

## 2.0 Administration

### 2.1 Channel Operation

Programs produced by BCTV may be seen on Comcast Channel 15 and AT&T U-verse Channel 99 in Bloomfield Township and Bloomfield Hills and Comcast Channels 18 and 15, WOW Channels 18 and 10, and AT&T U-verse Channel 99 in Birmingham, Beverly Hills, Bingham Farms and Franklin. The BACB's Birmingham Area Municipal Access (BAMA) airs on Comcast channel 15 and WOW channel 10. The BACB's Birmingham Area Public Access (BAPA) airs on Comcast channel 18 and WOW channel 18 All municipal and public access shows air on AT&T Channel 99.

## 2.2 Financial Support

BCTV's operations are funded by franchise fees and public benefit monies paid by the cable operator under terms specified in Bloomfield Township's Cable Franchises and Bloomfield Township's Code of Ordinances, Chapter 34, Article II.

## 2.3 Bloomfield Township Board of Trustees

Bloomfield Township's Board of Trustees grants to residents of Bloomfield Township and Bloomfield Hills the privilege of using the Township channel for programs that benefit the community. The Board charges the BCTV staff, the Program Development Committee and the Cable Access Board the authority to implement appropriate programming.

## 2.4 Cable Access Board

The Cable Access Board (CAB) is an advisory commission consisting of members acting under the jurisdiction of the Bloomfield Township Board of Trustees and the City of Bloomfield Hills. Its function is to manage, allocate and review the use of the public benefit resources provided by the cable operator and to recommend to the Township and the City appropriate regulatory actions that may improve the public benefits potential of the cable system. It meets as necessary throughout the year. The BACB appoints a representative to attend all meetings of the CAB.

## 2.5 Program Development Committee

The Program Development Committee (PDC) is an advisory committee consisting of residents of Bloomfield Township, Bloomfield Hills and a designee of the BACB. Its function is to review all program proposals for BCTV and the BACB with regard to their eligibility, the soundness of their concept, the practicality of their format and their demands on the resources of BCTV. It is the PDC's responsibility to work with each potential producer to develop programs of the highest technical and conceptual standards using the available resources.

## 2.6 Birmingham Area Cable Board

In January 2001, BCTV entered into a contractual agreement with the Birmingham Area Cable Board (BACB) to provide public and municipal and library access programming. BCTV is responsible for the day-to-day operations of this programming; all policies governing the two BACB channels are determined by the BACB.

## 2.7. Bloomfield Community Television (BCTV) Staff

BCTV staff members are employees of Bloomfield Township and work under the conditions set forth in the Bloomfield Township Employee Handbook. They carry out the production needs of BCTV and the duties agreed to in the contract between BCTV and the BACB.

### **3.0 Channel Identity and Content**

#### **3.1 BCTV: Community Access**

Bloomfield Township's Channel BCTV is a government access channel governed by the Township's Board of Trustees. The Board of Trustees invites people active in community life to produce television shows that provide useful, enriching and entertaining information and programming to residents of Bloomfield Township and surrounding communities. The Trustees grant the Cable Access Board (CAB) authority to allocate resources and the Program Development Committee (PDC) the authority to set standards for programs.

#### **3.2 BAMA: Municipal and Library Access**

The BACB's Municipal and Library Television Channel (BAMA) is for the use of the communities represented by the Birmingham Area Cable Board. As per contract outlined in 2.6, public meetings, events and programs sponsored by the municipal governments and libraries are shown on this channel.

#### **3.3 BAPA: Public Access**

The BACB's Public Access Channel (BAPA) is a public access channel for Birmingham, Beverly Hills, Bingham Farms and Franklin. Residents of those communities may use the channel as a forum for free speech and express a diversity of viewpoints as outlined in the 1984 Federal Cable Act. The channel may also air the programs produced for the BCTV viewing community.

#### **3.4 Program Placement**

The channels BCTV and BAPA cablecast many of the same programs; therefore, a producer who is a resident of a community in one franchise area may, but is not entitled to, have his or her program also aired on the channel of the other communities. This dual privilege is granted for each channel by either the BACB or the CAB for their communities respectively.

#### **3.5 Program Review**

All shows are subject to review after three months and annually thereafter to confirm they adhere to BCTV and BACB standards and policies. Shows not in compliance are subject to cancellation.

### **4.0 Production Roles and Responsibilities**

#### **4.1 Staff**

BCTV staff members are paid employees of Bloomfield Township and work under the conditions set forth in the Bloomfield Township Employee Handbook. They carry

out the production needs of BCTV and the duties agreed to in the contract between BCTV and the BACB. They are responsible for all production aspects, including but not limited to:

- working cooperatively with producers, volunteers and community partners;
- providing all technical & production expertise for programming;
- training all community producers and volunteers;
- purchasing, maintaining and repairing equipment
- obtaining production crew;
- editing and post production;
- scheduling production in cooperation with producer;
- scheduling program broadcasts;
- operating channel playback.
- publicizing schedule of programs
- providing producer dubs

#### 4.2 Producer

The producer is a community, municipal, library or public access user who creates, plans, writes, and makes necessary arrangements, appointments and reservations for a program. The producer must meet eligibility requirements, as set forth in section 6.0, and also must attend a Volunteer Workshop. There should be one producer per program, and that producer is the ultimate contact person/authority, on questions or concerns regarding the program. The producer is ultimately responsible for:

- All program content;
- Copyright approvals and FCC law;
- Creating and purchasing the set and having it approved by staff before booking production time;
- Scheduling pre-production meetings at times that are mutually convenient with BCTV staff;
- Scheduling the studio or other locations at times that are mutually convenient with BCTV staff;
- Making all arrangements for production locations, including confirming sufficient power and power outlets for equipment and determining audio needs;
- Contacting and scheduling all hosts and guests who appear on a program, and securing signed, accurate standard release forms;
- Confirming and submitting accurate CG information prior to a shoot;
- Requesting producer DUBs

It is the responsibility of the producer to contact BCTV staff to cancel a shoot. The producer must make all reasonable efforts to cancel 24 hours before a scheduled production.

A producer may schedule up to two tentative shoot dates per series at one time, which will be noted on the studio calendar. A tentative reservation will remain on the

calendar for no longer than two weeks. After the two week time limit has ended the date must be confirmed by the producer. If it is not confirmed it will be removed from the calendar and the time slot freed up for other producers.

#### 4.3 Endorser

An endorser is a person who meets the eligibility/residency requirements as set forth in Section 6.0, who chooses to preview, sign and sponsor a program for playback for residents and/or organizations outside the BCTV municipalities.

#### 4.4 Community Access Volunteer

BCTV volunteers are required to attend a BCTV Volunteer Workshop prior to using BCTV equipment. Volunteers are not responsible for the programs on which they crew; volunteers are responsible for the following:

- Using the equipment in a professional manner, as to not damage or misuse the equipment in any way;
- Signing up or contacting BCTV staff to volunteer crew productions;
- Adhering to accepted policies & procedures and rules of conduct.

### **5.0 Program Development Process**

Prospective producers must attend a Volunteer Workshop before submitting a Program Proposal. They must also read the Policies and Procedures and sign the form acknowledging they have done so. The Program Development Committee will meet as needed (when Program Proposals are submitted) to consider proposals. Once a proposal has been approved and assigned to a staff member, the producer must produce a show within six months. If a program does not begin production within six months, or if a show begins production but then ceases production activities for six months or more, a new Program Proposal must be submitted to the Program Development Committee and the prospective producer must go through the process again.

Before anyone can go on to produce a program he or she must work as a volunteer camera operator on three separate dates. In most cases a series will not begin to air until the producer has produced at least four shows.

Current producers who do not produce a new show for a period of six months or more must present a new Program Proposal to the Program Development Committee in order to resume production.

## **6.0 Eligibility/Residency Requirements**

All producers and endorsers must meet one of the following eligibility requirements in order to use the resources of BCTV or the BACB. The person must be 18 years of age or older to be eligible to use access facilities, equipment and channels. Those persons under age 18 may qualify for certain community access services by having a parent or legal guardian accept full legal and financial responsibility for the actions of the minor by signing a waiver (see section 6.3 for complete policy regarding minors).

The communities for each channel are:

BCTV: Comcast Channel 15 and AT&T Channel 99 in Bloomfield Township and Bloomfield Hills

BAMA: Comcast Channel 15, WOW Channel 10 and AT&T Channel 99 in City of Birmingham, Village of Beverly Hills, Village of Franklin, and Village of Bingham Farms

BAPA: Comcast Channel 18, WOW Channel 18 and AT&T Channel 99 in City of Birmingham, Village of Beverly Hills, Village of Franklin, and Village of Bingham Farms.

### **6.1 Residency**

Residency in one of the municipalities served by BCTV, which are Bloomfield Township and Bloomfield Hills, or the BACB, which are Birmingham, Beverly Hills, Bingham Farms and Franklin, as long as the BACB contract is in effect, must be proven by a driver's license and/or a current utility bill which clearly shows the name and address of the person requesting to produce a program. A copy of proof of residency document will be made at the time the program proposal is submitted and kept in the program file. The person providing the document may designate any information on it other than their name and address as information of a personal nature, the public disclosure of which will be considered to be a clearly unwarranted invasion of that individual's privacy.

### **6.2 Non-profit Organizations**

A nonprofit 501(c) 3 organization serving Bloomfield Township, Bloomfield Hills, Birmingham, Beverly Hills, Franklin and/or Bingham Farms may produce a public or community access program. It must register its proof of nonprofit status with BCTV and shall designate one member of the organization to be responsible for all producer responsibilities. This producer is not required to meet the usual eligibility requirements as defined in section 6.1.

### **6.3 Bloomfield Township Policy for Bloomfield Community Television Regarding Minors Involved in Television Productions**

Youth and teenagers between the ages of 12 and 17 are welcome at Bloomfield Community Television (BCTV) as production volunteers. For their safety, the following rules apply:

- A parent or guardian must attend the initial volunteer workshop with the prospective volunteer.
- Youth between the ages of 12 and 15, inclusive, must be accompanied and supervised at all times by a parent or legal guardian during all studio and on-location productions.

Occasionally, BCTV produces programs that involve children as on-air talent. For their safety, the following rules apply:

- A parent or guardian must sign a standard release form, giving BCTV permission to include the child in each program in which the child will appear.
- Children and youth up to age 15, inclusive, must be accompanied and supervised by a parent or guardian at all times.

## **7.0 Programming Definitions and Restrictions**

BCTV program content regulations are pursuant to the Communications Act governed by the Federal Communications Commission (FCC).

### **7.1 Obscene Broadcasts Are Prohibited at All Times**

Obscene speech is not protected by the First Amendment and cannot be broadcast at any time. To be obscene, material must meet a three-prong test:

- An average person, applying contemporary community standards, must find that the material, as a whole, appeals to the prurient interest;
- The material must depict or describe, in a patently offensive way, sexual conduct specifically defined by applicable law; and
- The material, taken as a whole, must lack serious literary, artistic, political, or scientific value.

### **7.2 Indecent Broadcast Restrictions**

The FCC has defined broadcast indecency as “language or material that, in context, depicts or describes, in terms patently offensive as measured by contemporary community broadcast standards for the broadcast medium, sexual or excretory organs or activities.” Indecent programming contains patently offensive sexual or excretory references that do not rise to the level of obscenity. As such, the courts have held that indecent material is protected by the First Amendment and cannot be banned entirely.

It may, however, be restricted in order to avoid broadcast during times of the day when there is a reasonable risk that children may be in the audience.

Consistent with a federal statute and federal court decisions interpreting the indecency statute, the Commission adopted a rule pursuant to which broadcasts -- both on television and radio -- that fit within the indecency definition and that are aired between 6:00 a.m. and 10:00 p.m. are subject to indecency enforcement action.

The Bloomfield Township Board of Trustees reserves the right not to air a program on BCTV between 10:00 PM – 6:00 AM based upon its expressed community broadcast standards concerning indecency.

### 7.3 Profane Broadcast Restrictions

The FCC has defined profanity as including language that “denote[s] certain of those personally reviling epithets naturally tending to provoke violent resentment or denoting language so grossly offensive to members of the public who actually hear it as to amount to a nuisance.”

Like indecency, profane speech is prohibited on broadcast radio and television between the hours of 6 a.m. to 10 p.m.

The Bloomfield Township Board of Trustees reserves the right to not air a program between 10:00 PM – 6:00 AM based upon its expressed community broadcast standards regarding profanity.

### 7.4 Slander

The speaking of false and malicious words concerning another whereby injury results to his or her reputation. Slander is prohibited at all times.

### 7.5 Libel

A false and unprivileged publication in print, writing, pictures or signs of defamatory material. Libel is prohibited at all times.

### 7.6 Defamation

The unprivileged publication of false statements which result in injury to another (injure reputation, diminish the esteem, respect, goodwill or confidence, or to excite adverse, derogatory or unpleasant feelings or opinions against another). Defamation is prohibited at all times.

### 7.7 Candidate and Political Programming

PEG Access Channels are not legally obligated to adhere to the FCC “equal opportunity” rule or the Fairness doctrine. These rules state that a channel that airs one candidate or controversial issue on its channel, that the opponent or opposing view must get equal opportunity to air time.

## **8.0 Underwriter and Sponsor Guidelines**

### **8.1 Underwriting**

Underwriting (the exchange of goods, service and/or money) is allowed only for the support/improvement of a production. (For example, a business may provide financial assistance, materials, equipment, location, artist fees, or other forms of in-kind support.) Underwriting is not allowed for the personal gain of the producer, crew or sponsor or for the payment of labor and time.

### **8.2 Recognition of Contributors**

Contributors may be recognized in the programs credits under the following conditions:

- A listing of the type of product or service provided by the contributor;
- One credit cannot be longer than 10 seconds;
- The credit may be given once before and once after the program;
- The credit cannot be within the content of the program;
- An official slogan or jingle may be used as long as it is used elsewhere in their ordinary course of business. For example: "Flowers for the set were supplied by Flowers Forever, Inc...bringing joy through flowers to Oakland County."

BCTV and/or any contractual clients accept no liability for any disputes arising from underwriting contracts.

### **8.3 Prohibitions**

The following is prohibited from any show produced for, with or by BCTV:

- Commercial (solicitation of goods and/or services) content in any access program;
- Advertising by or on behalf of a political candidate;
- Soliciting for money;
- Lottery information;
- "Call to action" statements (e.g., "call us at ..." or "ask about our new line of products...")
- Inducements to buy, sell, rent or lease;
- Specific pricing information;
- Use of 1-800 and 1-888 (and similar) telephone numbers;
- Use of websites with direct links to purchase.

## **9.0 Producers and Volunteers Workshop Curriculum**

Everyone who wishes to become involved in access programming in any capacity must attend at least one workshop, and subsequent workshops, depending upon level of desired involvement. The Introductory workshop will be held at times mutually agreed upon by staff and prospective producer/volunteer. Other production workshops will be provided following the introductory workshop at BCTV staff discretion.

A person with prior experience in television production or with other television production qualifications may be able to bypass some of the production workshops at the discretion of the BCTV staff. A test will be administered to determine if the person qualifies to "test out" of the workshops.

Below is a summary of the course outline; each session and/or series may vary slightly depending upon class composition and BCTV staff.

### **9.1 Introduction to BCTV – Prereq: None**

*1 two-hour workshop*

- Orientation to BCTV's history, policies and procedures, and role in community;
- Basic camera operations

If a person is not interested in producing his or her own program but wants to actively volunteer, this one workshop will be sufficient preparation and he or she may continue to volunteer for production crews as a camera operator only. If the volunteer wishes to learn additional skills, he or she should sign up for additional workshops at a later time.

### **9.2 Production Van Volunteer Workshop – Prereq: Intro to BCTV**

*1 two-hour workshop*

This workshop is for the person who wants to volunteer as a crew member on BCTV and BAPA productions. It will cover set-up and strike down of equipment as well as advanced camera operations.

### **9.3 Community Access Production 101 –Pre-requisite: Introduction to BCTV and crew on three productions.**

*2 two-hour workshops*

This class is for the person who wants to work with BCTV staff to have a program produced at the BCTV studio. It will consist of two workshops. Upon completion, the potential producer will be able to schedule the pre-production of his or her own show. Topics addressed will be:

- Program Format
- Intro to Scriptwriting

- Importance of Sets/ Locations
- Underwriting Policies

At the discretion of staff this material may be covered during the program development process.

## **10.0 Access Policies**

It is the responsibility of every producer and volunteer to know and understand all applicable policies and procedures. BCTV reserves the right to change, modify or alter policies and/or procedures at any time without notification.

For a full description of the roles and responsibilities of staff, producers and volunteers, and for eligibility requirements, please see Section 4.0 – 5.0 of this document.

BCTV resources may be used only for productions intended for cablecast on BCTV, BAMA and BAPA.

If a producer derives income from any program produced with BCTV equipment, vehicles, staff and/or facilities, he or she must notify the BCTV General Manager and share 20% of the gross income with Bloomfield Township.

BCTV and BACB assume no responsibility for the actions of any producer or volunteer and shall be indemnified and held harmless for any claims or damages resulting from a producer or volunteer's actions while working on a production.

Volunteer producers and crew may not represent themselves as an employee of, representative of, or a paid producer for the BACB or BCTV or any cable provider.

Producers must secure all releases for use of copyright music in any production submitted for playback. BCTV reserves the right to request an original signed release to keep on file. Programs with copyright music without written consent will not be broadcast on any channels under BCTV jurisdiction.

## **11.0 Rules of Conduct for Producers and Volunteers**

1. The access user shall not engage in activities that violate federal, state or local laws and ordinances.
2. The access user is expected to be courteous and respectful to staff and other access users at all times.
3. No alcoholic beverages, marijuana or illegal drugs are allowed on any community, municipal or library access premises.
4. Anyone suspected to be under the influence of alcohol or illegal drugs will not be allowed on any community, municipal, or library access premises.

5. No smoking is allowed while working on any community, municipal or library access production.
6. No food or beverage is allowed in any studio, control room, edit suite, production vehicle or other places designated off-limits for these activities. An exception will be made for food or beverage used as part of the content of a program.
7. No producer, crew, talent or guest may use offices, storage areas, closets, office equipment, phones or supplies without permission from staff. Office equipment, phones and supplies are for business use only.

## **12.0 Dub and Playback Policy**

### **12.1 Dub Policy**

Anyone who would like to have a dub (duplicate tape/DVD) of a BCTV, BAMA or BAPA program must fill out and submit a dub request form.

Dub prices and media formats are detailed on the dub request form. Prices are based on format. Payment must be received before the dub is made; staff may make exceptions for regular producers. It may take up to five business days to process most dub requests. There is an additional charge for shipping and handling.

A producer may receive one dub of each of his (her) programs at no fee on DVD media format. As many programs as possible will be copied onto one DVD.

### **12.2 Playback Terms and Conditions**

All persons submitting shows for playback on BCTV, BAPA and BAMA must fill out a Request for Program Playback and Statement of Compliance for each program. If the person submitting the show is not a resident of Bloomfield Township, Bloomfield Hills, Birmingham, Beverly Hills, Franklin or Bingham Farms, an Endorser is needed in order for the show to air. An Endorser must be a resident of BCTV participating municipalities; and must sponsor and sign the form (for all residents and/or organizations outside BCTV participating municipalities) in order for that program to air. Failure to do so will result in the program not airing. If the program is a series that will be submitted on a regular basis, then only one form needs to be submitted and renewed (resubmitted) on a quarterly basis.

BCTV staff reserves the right to refuse any tape or DVD that does not meet our standards of technical integrity, including but not limited to:

1. a minimum of 30 seconds of black video at the end of the program;
2. all tapes, DVDS and cases must be clearly labeled with the program name, producer and total running time.

### **12.3 BCTV Disclaimer**

The station will carry the following disclaimer:

“Views and opinions expressed in this program do not necessarily reflect those of BCTV staff, the BACB and the municipalities BCTV represents. Therefore BCTV and the municipalities BCTV represents do not assume any liability for the programming content.”

#### 12.4 Video Format

BCTV can only accept the following formats: Digital file and DVD. Only one program per DVD is permitted.

#### 12.5 Playback Producer/Endorser Responsibility

It is the presenter's responsibility to deliver their program to the studio and to pick it up when it is off the playback schedule. All DVDs not retrieved 30 (thirty) days after final scheduled playback may be discarded. It is the Producer/Presenter's responsibility to follow BCTV's program schedule to determine when to pick up the program. If the program is part of a series, and airs on a regular basis then it is the producer/presenter's responsibility to follow the schedule and coordinate program deliveries and retrievals. Failure to provide regular programming in a series may result in loss of a regular time slot.

### **13.0 Program Scheduling Policies**

#### 13.1 BCTV

Scheduling is done at the discretion of BCTV staff. Shows will play for a one-week period, and in some cases longer. Staff will make every effort to air programs of a live community event, or programs of a timely nature, the week after the event takes place.

#### 13.2 Playback Priority

BCTV accepts all programming for BAPA on a first-come, first-serve, non-discriminatory basis. BCTV does not pre-screen or censor programs submitted for playback. However, BCTV does reserve the right to refuse any program that does not meet standards of technical integrity. Programs submitted for BCTV, BAPA and BAMA will be scheduled for playback based on the following priority:

1. Programs produced in joint copyright with BCTV have first priority on BCTV's playback schedule.
2. Second priority are programs produced by governmental entities, elected officials, or non profit organizations serving Bloomfield Township, Bloomfield Hills, or the communities represented by the BACB;.
3. Programs produced elsewhere but submitted by residents of the above communities.

All programs submitted for playback must be accompanied by a completed Public Access Playback Request Form that will be reviewed quarterly to ensure fair and equitable playback; and to update program and residency information. Reasonable efforts will be made to provide a regular time slot, but this cannot be guaranteed.

### **13.3 BAMA**

Scheduling is done by BCTV staff, following the wishes of the communities served by the BACB. Each municipality is given the same number (or as close as reasonably possible to the same number) of time slots, in total, for its public meetings. Each governmental unit will have its latest meeting play in its time slot until its subsequent meeting takes place.

Every effort is made to ensure that each program plays in a morning, an afternoon, and an evening slot each week, but this cannot be guaranteed. Programs of a live community event, or programs of a timely nature, will usually, but not always, depending on staff time commitments, play the week after the event takes place.

### **13.4 BAPA**

The BAPA playback schedule is often, but does not have to be, the same as the BCTV schedule. It follows the same ranking of priorities, with the substitution of BACB area residents respectively instead of Bloomfield Township and Bloomfield Hills residents and governmental bodies.

### **13.5 Guaranteed Times**

Each regular series produced at BCTV will be assigned presentation times at the discretion of BCTV. These times will be retained for that series as long as the producer continues to produce new shows. If no new shows are produced in a three-month period, these guaranteed times may be lost and the series will, in most cases, no longer be aired until four new shows are produced. At that time the series will once again receive two guaranteed time slots, although they will not necessarily be the same as the original guaranteed times. BCTV staff reserves the right to periodically review and re-assign guaranteed times.

### **13.6 Video on Demand**

After a show airs on BCTV we will make every effort to put the show on the website. Once a show airs on BCTV it will remain on for a minimum of one week.

## **14.0 Community Bulletin Board**

The following policies apply to BCTV, BAMA and BAPA Bulletin Boards.

- All submissions for the Bulletin Boards may be edited at the discretion of BCTV staff for space and for clarity.
- If the notice is intended to publicize a public or nonprofit event, it must be submitted at least two weeks before the event.

- Notices must not have any commercial content. They cannot be used for personal or corporate benefit.
- Notices cannot publicize a fundraising raffle or lottery.

You may email, fax or mail a Bulletin Board Request – contact numbers and addresses are listed below.

#### **BLOOMFIELD COMMUNITY TELEVISION**

4200 TELEGRAPH ROAD

PO BOX 489

BLOOMFIELD HILLS, MI 48303-0489

PHONE 248.433.7790

FAX 248.642.7624

EMAIL [cable\\_dept@bloomfieldtwp.org](mailto:cable_dept@bloomfieldtwp.org)

[www.bloomfieldtwp.org](http://www.bloomfieldtwp.org)

#### **CONTACTS**

Cable/Community Relations Operations Manager: Greg Black

Cable Operations Manager/Production Specialist: Steve Rota

Website Manager/Social Media Coordinator: Jo Marengere



**Exhibit B****City of Birmingham*****Twice Monthly***

City Commission (Airs Live and Rebroadcast)

Historic District Committee and Design Review Board (Taped and Rebroadcast)

Planning Board (Airs Live and Rebroadcast)

***Monthly***

Advisory Parking Committee (Airs Live and Rebroadcast)

Baldwin Public Library Board and Trust (Taped and Rebroadcast; Airs Live if it does not conflict with Commission)

Multi-Modal (Taped and Rebroadcast)

Parks and Recreation (Taped and Rebroadcast)

Zoning Board of Appeals (Taped and Rebroadcast)

**Village of Beverly Hills*****Twice Monthly***

Village Council Meetings (Airs Live and Rebroadcast)

**Village of Bingham Farms*****Monthly***

Council Meeting (Taped and Rebroadcast)

**Village of Franklin*****Monthly***

Village Council (Taped and Rebroadcast)

Planning Commission (Taped and Rebroadcast)

Historic District (Taped and Rebroadcast)

Zoning Board of Appeals (Taped and Rebroadcast)

**Joint Meetings*****Monthly***

Birmingham Area Cable Board (Airs Live and Rebroadcast)

## Book Asset Detail 7/01/20 - 6/30/21

FYE: 6/30/2021

Asset	d t	Property Description	Date In Service	Book Cost	Book Sec 179 Exp c	Book Sal Value	Book Prior Depreciation	Book Current Depreciation	Book End Depr	Book Net Book Value	Book Method	Book Period
<b>Group: Equipment</b>												
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
9		Leightronix Interface (3)	8/07/06	321.00	0.00	0.00	321.00	0.00	321.00	0.00	S/L	5.00
11		Viewsonic Black LCD	1/23/07	249.00	0.00	0.00	249.00	0.00	249.00	0.00	S/L	5.00
12		Video Scan Converter	6/07/07	209.95	0.00	0.00	209.95	0.00	209.95	0.00	S/L	5.00
14		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
15		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
20		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
23		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
27		Pana P2 HD Camcorder	3/15/11	8,937.32	0.00	0.00	8,937.32	0.00	8,937.32	0.00	S/L	10.00
29		2" HDTV View finder	3/23/11	5,435.98	0.00	0.00	5,435.98	0.00	5,435.98	0.00	S/L	10.00
30		Glidcam Vista Crane Full Base	5/12/11	16,576.00	0.00	0.00	16,576.00	0.00	16,576.00	0.00	S/L	10.00
31		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
32		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
33		Grass Valley 7" LCD Color Viewfinder	11/06/12	5,752.00	0.00	0.00	5,752.00	0.00	5,752.00	0.00	S/L	5.00
35		Sennheiser ME2 omnidirectional condenser	1/01/14	755.94	0.00	0.00	755.94	0.00	755.94	0.00	S/L	5.00
36		American-DJ rechargeable Lithium Battery	1/01/14	719.96	0.00	0.00	719.96	0.00	719.96	0.00	S/L	5.00
41		Hewlett Packard Z220 X-E3	1/01/14	1,799.99	0.00	0.00	1,799.99	0.00	1,799.99	0.00	S/L	5.00
42		Adobe Premier Pro F/Win	1/01/14	709.00	0.00	0.00	709.00	0.00	709.00	0.00	S/L	5.00
43		Newtek 3 play 425 instant replay	1/01/14	14,995.00	0.00	0.00	14,995.00	0.00	14,995.00	0.00	S/L	5.00
44		DEFY G5 Gimbal	1/01/14	3,800.00	0.00	0.00	3,800.00	0.00	3,800.00	0.00	S/L	5.00
45		Canon EOS C100 EF Camera	1/01/14	6,099.00	0.00	0.00	6,099.00	0.00	6,099.00	0.00	S/L	5.00
46		Zacuto DSLR Marauder	1/01/14	528.00	0.00	0.00	528.00	0.00	528.00	0.00	S/L	5.00
47		Black Magic Blackmagic Pocket Cinema	1/01/14	849.00	0.00	0.00	849.00	0.00	849.00	0.00	S/L	5.00
48		Canon XF 105 HD Camcorder	1/01/14	2,595.00	0.00	0.00	2,595.00	0.00	2,595.00	0.00	S/L	5.00
49		Teradek Bolt Wi-Fi HD-SDI Video	1/01/14	3,958.00	0.00	0.00	3,958.00	0.00	3,958.00	0.00	S/L	5.00
50		Sennheiser EW 135P G3 HH System	1/01/14	859.90	0.00	0.00	859.90	0.00	859.90	0.00	S/L	5.00
51		AJA HD SDI embedded	1/01/14	1,118.00	0.00	0.00	1,118.00	0.00	1,118.00	0.00	S/L	5.00
54		Utah 100 Control Panel	1/01/14	573.00	0.00	0.00	573.00	0.00	573.00	0.00	S/L	5.00
55		Redrock One Man Crew Complete	1/01/14	1,495.00	0.00	0.00	1,495.00	0.00	1,495.00	0.00	S/L	5.00
56		Utah 100 UDS 322 Frame loaded	1/01/14	3,352.00	0.00	0.00	3,352.00	0.00	3,352.00	0.00	S/L	5.00
58		Panasonic 2X 64GB Micro P2 cards	1/01/14	1,380.00	0.00	0.00	1,380.00	0.00	1,380.00	0.00	S/L	5.00
59		Black Magic analog to SDI Converter	1/01/14	750.00	0.00	0.00	750.00	0.00	750.00	0.00	S/L	5.00
60		Black Magic smartview studio	1/01/14	610.00	0.00	0.00	610.00	0.00	610.00	0.00	S/L	5.00
61		Vint Vision 3 System	9/13/07	3,256.00	0.00	0.00	3,256.00	0.00	3,256.00	0.00	S/L	5.00
72		Data Video Cross Converter	7/23/18	499.00	0.00	0.00	95.64	49.90	145.54	353.46	S/L	10.00
74		TriCaster Mini Adv Bundle	4/02/19	15,884.00	0.00	0.00	1,985.50	1,588.40	3,573.90	12,310.10	S/L	10.00
77		SYNC MON DIG BRD	7/31/18	811.00	0.00	0.00	155.44	81.10	236.54	574.46	S/L	10.00
78		Tightrope 4 channel 10TB Multi Channel	1/22/20	38,665.00	0.00	0.00	1,611.04	3,866.50	5,477.54	33,187.46	S/L	10.00
<b>Equipment</b>				<u>175,972.18</u>	<u>0.00</u>	<u>0.00</u>	<u>123,960.80</u>	<u>5,585.90</u>	<u>129,546.70</u>	<u>46,425.48</u>		

**Group: Production Van**

62		Production Van Equipment	1/01/08	575,744.00	0.00	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	0.00	106,583.40	8,881.95	115,465.35	62,173.65	S/L	20.00
64		Production Van Equipment	1/01/09	99,782.00	0.00	0.00	99,782.00	0.00	99,782.00	0.00	S/L	10.00
66		Redrock Micromattebox Std Bundle	1/01/16	637.95	0.00	0.00	319.00	63.80	382.80	255.15	S/L	10.00
67		Teradek Bolt 990 Pro 2000 SDI/HD	1/01/16	7,449.00	0.00	0.00	7,449.00	0.00	7,449.00	0.00	S/L	5.00
68		3x 7 inch LCD Color viewfinders	1/01/16	16,121.00	0.00	0.00	16,121.00	0.00	16,121.00	0.00	S/L	5.00

## Book Asset Detail 7/01/20 - 6/30/21

FYE: 6/30/2021

Asset	d t	Property Description	Date In Service	Book Cost	Book Sec 179 Exp c	Book Sal Value	Book Prior Depreciation	Book Current Depreciation	Book End Depr	Book Net Book Value	Book Method	Book Period
<b>Group: Production Van (continued)</b>												
69		Triax Cable Assemble	1/01/16	1,017.00	0.00	0.00	508.50	101.70	610.20	406.80	S/L	10.00
70		Vinten Vison Blue Systems w	1/01/16	3,560.85	0.00	0.00	1,780.45	356.09	2,136.54	1,424.31	S/L	10.00
71		Update Production Van Equip	5/21/18	86,398.00	0.00	0.00	17,999.58	8,639.80	26,639.38	59,758.62	S/L	10.00
79		Truck Camera zoom & Focus	4/01/20	6,836.00	0.00	0.00	170.90	683.60	854.50	5,981.50	S/L	10.00
80		Truck Triax	4/01/20	2,805.00	0.00	0.00	70.13	280.50	350.63	2,454.37	S/L	10.00
<b>Production Van</b>				<u>977,989.80</u>	<u>0.00c</u>	<u>0.00</u>	<u>826,527.96</u>	<u>19,007.44</u>	<u>845,535.40</u>	<u>132,454.40</u>		
<b>Grand Total</b>				<u>1,153,961.98</u>	<u>0.00c</u>	<u>0.00</u>	<u>950,488.76</u>	<u>24,593.34</u>	<u>975,082.10</u>	<u>178,879.88</u>		

**Banner: Book Current Year Additions**

FYE: 6/30/2021

**\*\*\* NO ASSETS MEET THIS REPORT'S PRINT CRITERIA \*\*\*****Please check the print options for this report.**

**Note:** By default, assets that are in a Misc activity are not included in reports.  
To include Misc activity assets either change the report's print options or reassign the assets to another activity.  
For more information, see Help > Additional Resources > Frequently Asked Questions.

**Assets selected:**

All associations included

**Asset presentation:****First Sort:**

Group

Subtitle: YES  
Case sensitive: NOSubtotal: YES  
Sort: None

Page break: NO

**Second Sort:**

None

Subtitle: NO  
Case sensitive: NOSubtotal: NO  
Sort: None

Page break: NO

**Third Sort:**

None

Subtitle: NO  
Case sensitive: NOSubtotal: NO  
Sort: None

Page break: NO

**Banner: Book Current Year Disposals**

FYE: 6/30/2021

**\*\*\* NO ASSETS MEET THIS REPORT'S PRINT CRITERIA \*\*\*****Please check the print options for this report.**

**Note:** By default, assets that are in a Misc activity are not included in reports.  
To include Misc activity assets either change the report's print options or reassign the assets to another activity.  
For more information, see Help > Additional Resources > Frequently Asked Questions.

**Assets selected:**

All associations included

**Asset presentation:****First Sort:**

Group

Subtitle: YES  
Case sensitive: NOSubtotal: YES  
Sort: None

Page break: NO

**Second Sort:**

None

Subtitle: NO  
Case sensitive: NOSubtotal: NO  
Sort: None

Page break: NO

**Third Sort:**

None

Subtitle: NO  
Case sensitive: NOSubtotal: NO  
Sort: None

Page break: NO

## Memorandum

## Bloomfield Township

To: BACB  
From: Steve Rota  
Subject: Report July 2024 through August 2024  
Date: September 12, 2024  
Cc: Greg Black; Cathy White; Gil Gugni, Ray Kamoo, Carrie LeZotte, David Eick

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### **BAMA Programs**

During this time period we've completed all regularly scheduled municipal meetings, which include: the BACB meeting, Baldwin Public Library Board and Trust meeting, The Village of Bingham Farms meeting, The Village of Beverly Hills Council meeting, The Village of Franklin Historic, Zoning, Council, and Planning Meetings. The City of Birmingham's, Commission, Planning Board, Parks and Rec Board, Zoning Board of Appeals, Historic Board and Design Review Board, Advisory Parking Committee, the Multi Modal Meeting and Two Birmingham Commission Workshops.

### **BAPA Programs**

***From BACB area individual producers and organizations, we've taped 16 programs.***

- ❖ Birmingham Bloomfield Chamber: Breakfast with the Superintendents.
- ❖ Healing with Ketamine hosted by Dr. Cassius Drake.
- ❖ League of Women Voters Oakland Area Candidates Forum.
- ❖ Oakland Hills USGA Junior Championship.
- ❖ Two Sparkle hosted by Betsy Leboe.
- ❖ Two Eye on Oakland hosted by Chuck Moss.
- ❖ *Three BACB Sports: Two Boys Soccer games and a Football game.*
- ❖ Five In the Park Concerts.

### **BACB SPORTS FALL COVERAGE**

Volleyball – Monday, September 30.

Swim and Dive – Tuesday, October 8.

Football – Friday, October 25.

### **COMING UP**

On September 25, BCTV will offer its first free digital literacy workshop entitled "Back to School With BCTV." A full slate of classes, from 10 a.m. to 5 p.m. will be offered by BCTV staff and special guests in a variety of topics that include filmmaking basics, Photoshop, podcasting and more. If interested in one or all of our topics call 248-433-7790 or go online to [bloomfieldtwp.org/cable](http://bloomfieldtwp.org/cable) and sign up today! We hope to see you there.

Bloomfield Township Open House returns on Sunday, October 13 from 11 a.m. to 3 p.m. Here is the perfect opportunity to see just some of the amazing services available here at the Township and meet a few of our dedicated employees.

### **NEW HIRES**

We would like to welcome a few new team members to our part-time staff, Courtney Clark, Michael Babbish, Elliot Corbin, Savannah Owens, Zayda Schneider and Ben McCurtis.



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Birmingham Musicale 'Hail to the Music Makers and Dreamers of Dreams'



City of Bloomfield Hills Commission Meeting  
April 11, 2023  
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Lady Bosses 'A Casual Conversation with Lead Pastor Faith Fowler'



K9 Vince Tracking Adventure



Bloomfield Township Zoning Board of Appeals Meeting April 11, 2023



Officer Tarick Shihadeh



Bloomfield Township Board of Trustees  
Meeting April 10, 2023  
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Officer Cody Denison  
163 views • 7 days ago



Felony Arrest with Bloomfield Township  
Police Department Midnight Platoon  
1.1K views • 8 days ago



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The logo for B.A.M.A. Television features the letters "B.A.M.A." in a large, blue, sans-serif font. Below it, the word "TELEVISION" is written in a smaller, blue, sans-serif font. The entire text is enclosed within a red, horizontally-oriented oval shape.

# Program Guide

## *October - December 2024*

# Monthly Public Meetings

**BACB Meetings**

**Baldwin Public Library**

**City of Birmingham  
Advisory Parking Committee Meetings**

**City of Birmingham Commission Meetings**

**City of Birmingham  
Historic District Committee &  
Design Review Board Meetings**

**City of Birmingham Multi Modal Meetings**

**City of Birmingham  
Parks and Recreation Board Meetings**

**City of Birmingham  
Planning Board Meetings**

**City of Birmingham  
Zoning Board of Appeals Meetings**

**Village of Beverly Hills Council Meetings**

**Village of Bingham Farms Council Meetings**

**Village of Franklin Council Meetings**

**Village of Franklin  
Planning Commission Meetings**

**Village of Franklin Historic Meetings**

**Village of Franklin  
Zoning Board of Appeals Meetings**

*Scan the QR code  
below to watch  
public meetings  
**LIVE!***

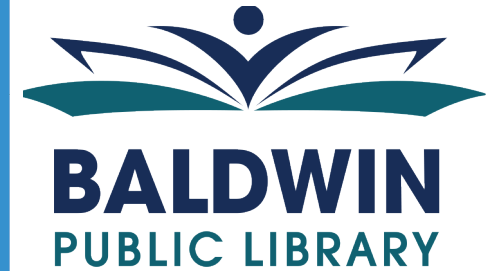


## Weekday Schedule

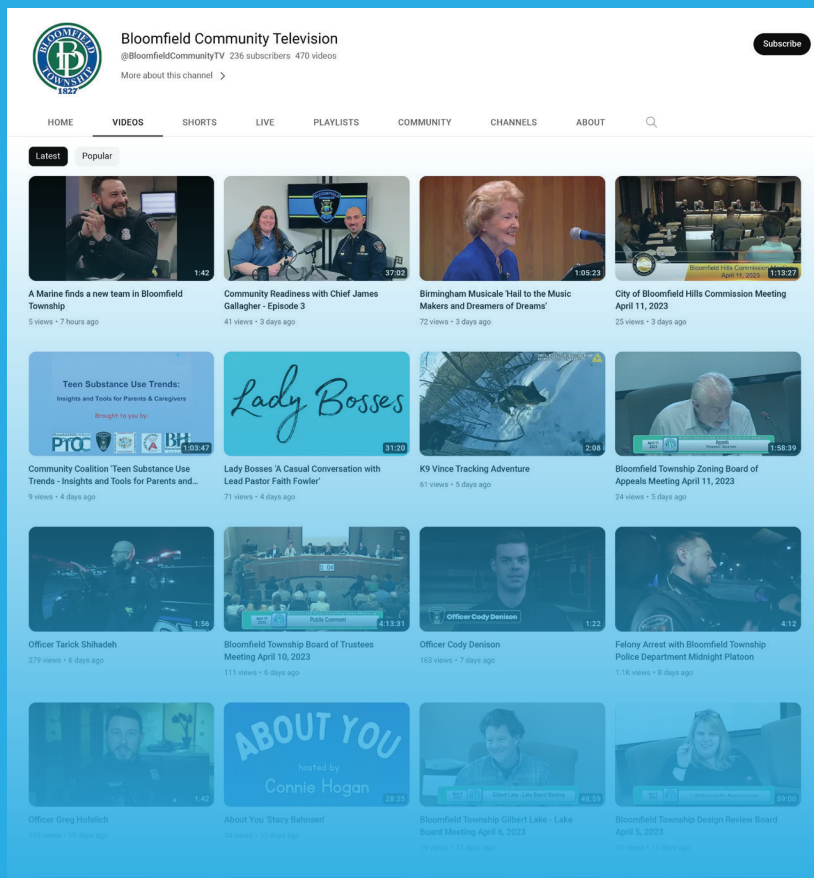
*Comcast 15 – AT&T 99 – WOW 10*

Time	Monday	Tuesday	Wednesday	Thursday	Friday
9:00 AM					
9:30 AM	Village of Franklin Meetings	City of Birmingham Commission Meetings	Village of Beverly Hills Meetings	Village of Bingham Farms Meetings	Baldwin Public Library Meetings
10:00 AM					
10:30 AM					
11:00 AM					
11:30 AM	Birmingham Area Cable Board Meetings	Village of Franklin Meetings	City of Birmingham Commission Meetings	Village of Beverly Hills Meetings	Village of Bingham Farms Meetings
12:00 PM					
12:30 PM					
01:00 PM					
01:30 PM	Baldwin Public Library Meetings	Village of Bingham Farms Meetings	Village of Franklin Meetings	Birmingham Area Cable Board Meetings	City of Birmingham Commission Meetings
02:00 PM					
02:30 PM					
03:00 PM					
03:30 PM	Village of Beverly Hills Meetings	Baldwin Public Library Meetings	Birmingham Area Cable Board Meetings	Village of Franklin Meetings	Village of Beverly Hills Meetings
04:00 PM					
04:30 PM					
05:00 PM	Bulletin Board	Bulletin Board	Bulletin Board	Bulletin Board	Bulletin Board
05:30 PM					
06:00 PM	Village of Bingham Farms Meetings	Birmingham Area Cable Board Meetings	Baldwin Public Library Meetings	City of Birmingham Commission Meetings	Village of Franklin Meetings
06:30 PM					
07:00 PM					
07:30 PM					
08:00 PM					
08:30 PM	City of Birmingham Commission Meetings	Village of Beverly Hills Meetings	Village of Bingham Farms Meetings	Baldwin Public Library Meetings	Birmingham Area Cable Board Meetings
09:00 PM					

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# Find us on YouTube!



Enjoy hours of programming at  
[YouTube.com/@BloomfieldCommunityTV](https://www.youtube.com/@BloomfieldCommunityTV)  
Scan the QR code to get started!



Scan to watch!

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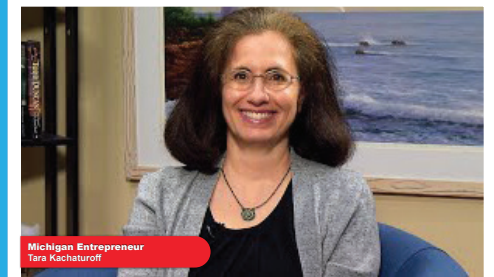
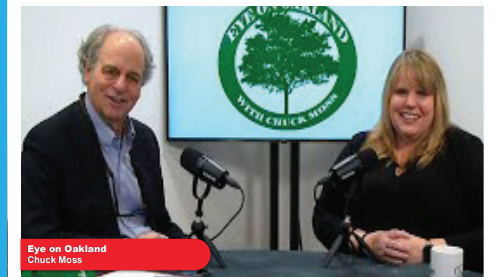
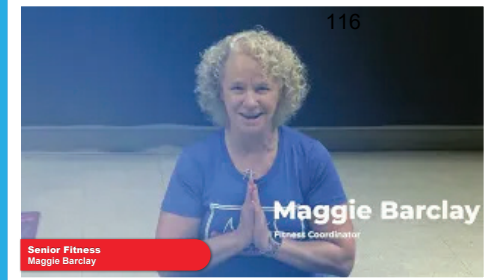
**Program Guide**  
**October - December 2024**



# Weekday Schedule

## Comcast 18 – AT&T 99 – WOW 18

Time	Monday	Tuesday	Wednesday	Thursday	Friday
9:00 AM	Senior Facts For Fifty Plus	Agewise Health	Gracefully Greying	League of Women Voters Oakland Area	Coffee with Carrie
9:30 AM	Coffee With Carrie	About You	Coffee with Carrie		Eye on Oakland
10:00 AM	Senior Fitness	Senior Fitness	Senior Fitness	Senior Fitness	Senior Fitness
10:30 AM					
11:00 AM	The Bigger Picture	AP on Play	The Collectors	Gracefully Greying	Health Talk
11:30 AM		Art and Design	Healing Home	Community Policing	Healing Home
12:00 PM	Chopz: All Music	Bloomfield In Focus	Sparkle	Building Together	Healing with Ketamine
12:30 PM	The Franklin Show	Bottom Line	Michigan Entrepreneur	Senior Facts For Fifty Plus	Michigan Entrepreneur
01:00 PM	Senior Fitness	Senior Fitness	Senior Fitness	Senior Fitness	Senior Fitness
01:30 PM					
02:00 PM	League of Women Voters Oakland Area	Building Together	League of Women Voters Oakland Area	Health Talk	The Bigger Picture
02:30 PM		Senior Facts For Fifty Plus		Bulletin Board	
03:00 PM	Senior Facts For Fifty Plus	Coffee with Carrie	Bulletin Board	Michigan Entrepreneur	Chopz: All Music
03:30 PM	Sparkle	Eye on Oakland	Bottom Line	Healing Home	The Franklin Show
04:00 PM	Agewise Health	Health Talk	The Bigger Picture	Chopz: All Music	About You
04:30 PM	About You	Healing Home		The Franklin Show	Bottom Line
05:00 PM	AP on Play	Healing with Ketamine	The Franklin Show	The Bigger Picture	The Collectors
05:30 PM	Bulletin Board	Michigan Entrepreneur	Chopz: All Music		Eye on Oakland
06:00 PM	Let's Plant Houses	Sparkle	Health Talk	Bottom Line	Lunch and Learn Lecture Series
06:30 PM	Gracefully Greying	The Collectors	Just Ask	The Collectors	
07:00 PM	BACB Sports	BACB Sports	Lunch and Learn Lecture Series	Art and Design	Senior Facts For Fifty Plus
07:30 PM				AP on Play	The Franklin Show
08:00 PM			Eye on Oakland	About You	Michigan Entrepreneur
08:30 PM			Community Policing	Agewise Health	AP on Play
09:00 PM			BACB Sports	BACB Sports	The Collectors





TOWNOFB-10

CBOYER3

## CERTIFICATE OF LIABILITY INSURANCE

117  
DATE (MM/DD/YYYY)

10/24/2024

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

**IMPORTANT:** If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

<b>PRODUCER</b> Troy, MI - Motown - Hub International Midwest East 5600 New King Dr, Suite 210 Troy, MI 48098	<b>CONTACT NAME:</b> Cassie Boyer	
	<b>PHONE (A/C, No, Ext):</b> (248) 602-4286	<b>FAX (A/C, No):</b> (248) 528-2414
	<b>E-MAIL ADDRESS:</b> cassie.boyer@hubinternational.com	
	<b>INSURER(S) AFFORDING COVERAGE</b>	
	<b>INSURER A:</b> Accident Fund Insurance Company of America	
	<b>NAIC #</b> 10166	
<b>INSURED</b>  Township of Bloomfield 4200 Telegraph Road, Box 489 Bloomfield Hills, MI 48302-0489	<b>INSURER B:</b>	
	<b>INSURER C:</b>	
	<b>INSURER D:</b>	
	<b>INSURER E:</b>	
	<b>INSURER F:</b>	

## COVERAGES

## CERTIFICATE NUMBER:

## REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
	<b>COMMERCIAL GENERAL LIABILITY</b> <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> OCCUR  GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PROJECT <input type="checkbox"/> LOC OTHER:						EACH OCCURRENCE \$ DAMAGE TO RENTED PREMISES (Ea occurrence) \$ MED EXP (Any one person) \$ PERSONAL & ADV INJURY \$ GENERAL AGGREGATE \$ PRODUCTS - COMP/OP AGG \$ \$
	<b>AUTOMOBILE LIABILITY</b> <input type="checkbox"/> ANY AUTO OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> NON-OWNED AUTOS ONLY						COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
	<b>UMBRELLA LIAB</b> <input type="checkbox"/> OCCUR <b>EXCESS LIAB</b> <input type="checkbox"/> CLAIMS-MADE DED <input type="checkbox"/> RETENTION \$						EACH OCCURRENCE \$ AGGREGATE \$ \$
<b>A</b>	<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b> ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) <input type="checkbox"/> If yes, describe under DESCRIPTION OF OPERATIONS below	<b>Y / N</b> N / A		<b>AF WCP 100083988</b>	<b>1/1/2024</b>	<b>1/1/2025</b>	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$ <b>100,000</b> E.L. DISEASE - EA EMPLOYEE \$ <b>100,000</b> E.L. DISEASE - POLICY LIMIT \$ <b>500,000</b>

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

## CERTIFICATE HOLDER

## CANCELLATION

Greater West Bloomfield Cable Communications Commission 4510 Walnut Lake Road West Bloomfield, MI 48325	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.
	AUTHORIZED REPRESENTATIVE 


**RISK**

MICHIGAN MUNICIPAL  
RISK MANAGEMENT  
A U T H O R I T Y

## CERTIFICATE OF COVERAGE

This certificate is issued as a matter of information only and confers no rights upon the certificate holder except to the extent shown below. This certificate does not amend, extend, or alter the coverage contained in the Authority's Joint Powers Agreement and coverage attachments thereto.

This is to certify that a Self-Insured Program has been undertaken by the member listed below through the Authority pursuant to Act 138 P.A. 1982.

The coverage provided by the Authority is as follows:

1. Liability coverage for general liability, automobile (including Michigan No-Fault), law enforcement, and public officials liability; in the sum of \$15,000,000 each occurrence inclusive of loss adjustment and defense costs.
2. Property Coverage including loss to real & personal property, to amounts stipulated in coverage documents and overview for this member.
3. Motor Vehicle Physical Damage Coverage for the vehicles stipulated in the Coverage Document.
4. ☐ Information only.
5. ☒ The entity named below is included in the scope of protection as respects claims arising from a COVERED CONTRACT as defined in the MMRMA Liability and Motor Vehicle Physical Damage Coverage Document.  
**GREATER WEST BLOOMFIELD CABLE COMMUNICATIONS COMMISSION RFP 2024-01 FOR CABLE TELEVISION LOCAL GOVERNMENT PROGRAMMING SERVICES.**
6. ☐ Other (as described here):

This certificate is issued in accordance with and is subject to all provisions of the Joint Powers Agreement, Coverage Documents, reinsurance agreements, MMRMA rules, regulation and administrative procedures. Should the member identified below withdraw from the Authority, or its Authority Membership be otherwise terminated, the Authority shall endeavor to notify the certificate holder in writing thirty (30) days in advance thereof, but failure to furnish such notice shall impose no obligation or liability of any kind upon the Authority, or its representatives.

**Certificate Holder:**

**GREATER WEST BLOOMFIELD CABLE  
COMMUNICATIONS COMMISSION  
4510 WALNUT LAKE ROAD  
WEST BLOOMFIELD, MI 48325-0130  
ATTN: DAVE ALBERY**

**Member:**

**CHARTER TOWNSHIP OF BLOOMFIELD  
PO BOX 489  
BLOOMFIELD, MI 48302**

**Certificate Expiration Date: April 1, 2025**

**Date Issued: October 24, 2024**

**Member Number: # M0001220**

**Effective Date of Membership: August 20, 1997**

**Distribution:**

**Jason Theis, Charter Township of Bloomfield  
MMRMA Underwriting**



**Authorized Representative**

## SECTION 4 DEFINITIONS

A. The following meanings shall apply to all coverages in this Coverage Document.

**1. ACTUAL CASH VALUE**

means cost of replacing damaged or destroyed covered property with comparable new property minus depreciation and obsolescence.

**2. ALLOCATED LOSS ADJUSTMENT EXPENSES**

means all costs to adjust, defend, or settle a specific claim or **lawsuit**, including, by way of illustration but not limitation, attorney fees and related costs, expert witness fees, and any other expense related to the claim or **lawsuit**.

**3. BODILY INJURY**

means **bodily injury**, harm, sickness, or disease sustained by a natural person, including death resulting therefrom.

**4. COVERED CONTRACT**

means any agreement or contract, permissible by law, under which the Member assumes the tort liability only of another to pay **damages** to a third party.

The contract or agreement must precede the **occurrence** and is subject to all of the terms and conditions of this Coverage Document, the Joint Powers Agreement, MMRMA rules and MMRMA administrative procedures.

A **covered contract** shall not:

- a) indemnify any consultant, advisor, or other individual or entity providing professional services, including but not limited to, services of any architect, attorney, engineer, surveyor or other consultant or advisor;
- b) indemnify any independent contractor or employee of any independent contractor;
- c) indemnify any person for damage by fire to premises leased, rented, or loaned to the Member; or
- d) guarantee promise or performance.

The limits of coverage for a **covered contract** shall be the lesser of the coverage limits stated in the Member's Coverage Overview or the minimum amount of coverage required, permitted, or stated in the **covered contract**.

**5. DAMAGES**

means any or all of the following:

- a. All money **damages** within the Subjects of Coverage stated in Section 1 the Member becomes legally obligated to pay for any claim or **lawsuit** covered and defended by MMRMA. **Damages** also includes all interest on any judgment resulting from a **lawsuit** covered and defended by MMRMA;

**Related to #6 under insurance**

Our Township insurance consultant reviewed this request and feels that our aggregate policy of \$15,000,000 is more than sufficient coverage, so we are requesting the removal of that requirement.

We are hoping this not a problem as you also utilize MMRMA and so your consultant should be in agreement that \$15,000,000 is sufficient coverage.