

Instruction: This is a model letter. Adapt to fit your facts and circumstances.

<date>

VIA FAX AND U.S. MAIL

Mayor and Board of Aldermen
City of _____,
<Address>
<Address>

Re: Cable Regulation

Dear Mayor and Board of Aldermen:

As you will recall, the City held a work session regarding the issue of the regulation of cable television on _____, 20____. Towards the conclusion of that meeting, I requested, and received permission to utilize the City's accountant to review the financial information submitted by _____ County ("_____") and to assist in determining if _____'s cost of service filing included only permissible costs. Further, I stated that I intended to make a recommendation at the _____, 20____ meeting regarding _____'s rates. Unfortunately, I will not be in a position to do so.

After the meeting on _____, 20____, I attempted to contact _____ and we were finally able to meet on _____, 20____ to discuss the cable regulations and the review which _____ needed to perform. Since that time, _____ has been reviewing _____'s cost of service filing and is preparing for me a list of additional information which he believes we need from _____ to verify their cost of service rates. Once I receive this information from _____, I will obtain the needed information from _____, and we should be in a position to reach a conclusion about _____'s proposed rates. Hopefully, this can be done by the _____, 20____ meeting.

In the meantime, it is imperative that the City adopt the cable order which is enclosed. Under the FCC rules, this Order must be adopted prior to the end of the 150 day extension which the City granted itself (in this case _____) in order to be able to require _____ to issue refunds should the City determine its proposed rates to be too high. If the Order is not adopted, the City could lower rates in the future but could not order refunds. Moreover, the rates which _____ proposes in its cost of service filing is the rate which it currently charges and our failure to make a rate decision by the end of the 150 day extension will not result in any rate increase.

In order to keep costs at a minimum, I do not intend to be present at the meeting on _____, _____, 20_____, unless you specifically request me to do so. Adoption of the enclosed order is all that is necessary to protect the City's rights regarding cable regulation.

Should you have any questions or if I can of assistance, please do not hesitate to call.

Sincerely,

by:

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