



## Telecommunications Commission Meeting Agenda

December 4, 2024  
3:30 PM

### City Hall

Aspen Room, 1st Floor  
415 W. 6th St  
Vancouver, WA 98685

This meeting will be televised LIVE on  
CVTV Cable Channel 23, 323 HD  
[www.cvtv.org/](http://www.cvtv.org/)

- 1. Call to Order and Roll Call**
- 2. Approval of Minutes**
  - a. Approval of minutes from August 7, 2024
- 3. Old Business**
  - a. PEG Capital Support Funds for Equipment Repair and Replacement Amendment
- 4. New Business**
  - a. Report from the PEG Committee on PEG Capital Support and Funding Recommendations
  - b. TV ETC Update
  - c. Clark/Vancouver Television Update
  - d. 2025-2026 Cable TV Office Work Program
  - e. Review and Adopt Tentative Meeting Schedule for 2025
  - f. Resolution and Certificate of Appreciation - Paul Dicker
- 5. Communications**

## Telecommunications Commission

### Members

Robert Hinds  
Bruce Maas  
Chad Nygard  
Douglas Green  
Ellen Rogers  
Eric Hale  
Vacant  
Paul Dicker  
Vacant

**Communications Department**  
415 W. 6<sup>th</sup> Street  
Vancouver, WA 98660  
TTY: 711  
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- a. Comcast
- b. Commission
- c. Staff

## Adjournment

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### Community Forum Instructions

The public is invited to speak regarding any issue. Members of the public testifying are asked to limit testimony to three minutes. There are three ways to provide comments:

1. Writing: Public comments can be submitted in writing (name, address, contact information and comments) via email to [tracie.ramirez@cityofvancouver.us](mailto:tracie.ramirez@cityofvancouver.us) by noon on the day of the meeting.
2. Remotely: Remotely: Pre-register by phone at 360-487-8712 or email [tracie.ramirez@cityofvancouver.us](mailto:tracie.ramirez@cityofvancouver.us) by 5pm the day before the meeting
3. In Person: Pre-register by phone at 360-487-8712 email [tracie.ramirez@cityofvancouver.us](mailto:tracie.ramirez@cityofvancouver.us) by 5pm the day before the meeting or fill out a Public Comment form in person prior to the start of the Community Communications portion of the meeting.

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## **SUMMARY MINUTES**

### **CITY/COUNTY TELECOMMUNICATIONS COMMISSION Wednesday, August 7, 2024**

VANCOUVER CITY COUNCIL CHAMBERS  
415 W 6<sup>th</sup> Street, Vancouver, Washington

### **APPROVED AGENDA**

#### **I. CALL TO ORDER – 3:30 p.m.**

##### **A. Roll Call**

**PRESENT: Dicker, Green, Hale, Hinds, Maas, Nygard**

**EXCUSED: Rogers**

**ABSENT: None**

**STAFF PRESENT: Archer, Demmon, Driskell**

##### **B. Approval of Minutes for April 10, 2024**

**Minutes approved as submitted.**

##### **C. Review and Approval of Agenda for August 7, 2024**

**No changes.**

#### **II. CITIZEN COMMUNICATIONS**

No communications taken.

#### **III. NEW BUSINESS**

##### **A. TV ETC 2023 Annual Report and Re-Designation of TV ETC as Designated Access Provider for Educational Access**

Xander Hayes, TV ETC Coordinator, provided an overview of the programming produced in the past year. He reported that TV ETC produced 417 original programs in 2023, which is a record. He added that that included nearly 200 hours of live programming, which was mostly comprised of high school sporting events.

Hayes stated that TV ETC's content production was bolstered by the equipment purchased with PEG grant funds. This allowed for expanded video production capabilities in many of the schools. He said that for the first time, live sporting events were filmed at the schools with students in that school's video production class and instructors. He said that this part of TV ETC's long-term plan to move sports broadcasting into the individual schools to allow for more content to be created.

Maas asked if only high school varsity sporting events are covered.

Hayes responded that junior varsity events are sometimes covered in the districts, just a case-by-case basis.

Hayes shared video of recent programming.

**ACTION: THE COMMISSION UNANIMOUSLY ADOPTED RESOLUTION 2024-03 REGARDING ANNUAL REVIEW OF EDUCATIONAL ACCESS PROGRAMMING AND RE-DESIGNATION OF TV ETC AS THE EDUCATIONAL ACCESS CABLE PROVIDER (attached).**

Dicker praised the work of TV ETC and the increase in student participation in producing the programming shown on their channels.

- B. CVTV 2023 Annual Report and Re-Designation of the City/County Cable TV Office as Designated Access Provider for Government Access

Demmon shared that CVTV just completed Primary Election night at the Clark County Public Service Center – the first time since 2020 that the event has been in-person. He added that CVTV covered four League of Women Voters forums, produced multiple primary candidate interviews and a video voters' guide. He shared a video highlighting recent programming.

Demmon stated that new video switchers, purchased with PEG grant funds, have been installed in the City Hall production booth and the Clark County Public Service Center booth will be upgraded soon. He said that CVTV recently covered an election forum using the new

micro mobile that was also purchased with PEG Gran funds. He informed the Commission that CVTV is in the process of updating the brand and graphics that are used on air and the CVTV website will be refreshed by end of this year or first quarter of 2025.

Green asked if CVTV had any plans to increase the social media presence to reach those community members that may not subscribe to cable television.

Demmon responded that CVTV is working on increasing social media content.

Green expressed concerns that there are many people that are not aware that a local government channel exists or what CVTV does. He emphasized the importance of CVTV and getting information about local government and events to the community.

Demmon responded that it has always been a challenge to engage the community to get involved in local government. He said that it's not usually until an issue arises that impacts them, such as the COVID-19 pandemic. He reiterated that CVTV will continue to expand their social media presence.

There was further Commission and staff discussion on the importance of CVTV programming.

**ACTION: THE COMMISSION UNANIMOUSLY ADOPTED RESOLUTION 2024-04 REGARDING ANNUAL REVIEW OF GOVERNMENT ACCESS PROGRAMMING AND RE-DESIGNATION OF THE CITY/COUNTY CABLE TELEVISION OFFICE AS THE GOVERNMENT ACCESS CABLE PROVIDER. (attached).**

Dicker reminded the Commission that the designation of the PEG providers will now occur every three years.

#### **IV. COMMUNICATIONS**

##### **A. Comcast**

Samantha Ridderbusch, Comcast Direct, Government & Regulatory Affairs, provided updates on Comcast's activities in Washington. She stated that brought Comcast's Washington State Investment Report, which does highlight some investments in Vancouver/Clark County, if Commission were interested.

Ridderbusch informed the Commission that Comcast sponsored the Association of Washington Cities conference that was held in Vancouver this June. She said that this provided Comcast the opportunity to show elected officials from around the state how Comcast is working with local non-profits and community centers to provide free wi-fi with a tour to the Boys and Girls Club of Southwest Washington.

Ridderbusch stated that Comcast is again with local credit unions in Vancouver to sponsor the Back to School Bash. This program includes providing backpacks and a community fair to provide resources to lower income families. She said that is a great opportunity to get information out about Comcast's Internet Essentials program.

Ridderbusch announced that Comcast was the successful bidder of a Request for Proposals that Clark County issued to utilize the American Rescue Plan Act dollars to expand broadband services to rural Clark County, and the agreement was just signed. This will provide an additional 31 miles of fiber optic cable and provide over 500 residences and businesses with a full suite of Comcast services in an area just northeast of Battle Ground Lake.

B. Commission

**None.**

C. Staff

Demmon announced that this is the first meeting under the new 10-year cable franchises. He stated that staff in the City and County Managers' offices have been having conversations with Cable Office staff about the continuance of the Commission now that the cable franchise negotiation process has concluded. Staff is now seeking input from the Commission on the importance of continuing the work of the Commission or possibly changing the scope of the Commission's work. He emphasized that no decisions have been made, these are just discussions. City and County staff will then have discussions with the legislative bodies and share the Commission's feedback and they will make the final decision.

Demmon stated that no matter the decision, there will be a regular Commission meeting in December to approve the recommendations for the PEG grants.

Demmon said staff discussed the current responsibilities of the Commission and how those would be handled if the Commission were disbanded. He explained that the City Manager's Office staff would still manage the PEG Grant process, which would remain the same with the exception that staff would take the recommendations directly to the legislative bodies for approval instead of going to the Commission first. He added that the designation of the PEG access providers would also work in a similar way.

Demmon stated that staff also looked at the workload of the Commission in trying to determine if the Commission should continue. He said since the review of the cable operator is now every three years in the new franchises and moving the re-designations of the PEG providers to every three years instead of annually, does it make sense to keep the Commission intact. He said that if the Commission continues, the number of meetings would be reduced.

Driskill added that staff did not approach the continuance of the Commission from the standpoint of whether the Commission was of value to the legislative bodies. It was looking at it objectively from a workload standpoint for the Commission as well as staff. Does it make sense to have standing commission or would it be more functional to form an ad hoc committee when needed.

Hinds asked staff to provide arguments for and against continuing the Commission from staff's perspective.

Demmon responded that although it's not a tremendous amount of work, it would streamline staff time and allow for other work priorities to get done. He said that an ad hoc committee would work well when the work is straight forward. When there are more complicated issues to deal with it's very helpful to have a citizen commission to review and provide input, such as during the cable refranchising process. This allows for issues to be taken before the public for input before it goes before the legislative bodies; although, most of the public input gathered during the refranchising process was done by an outside agency and not during Commission meetings. The public would still have opportunities to provide direct feedback to the legislative bodies if the Commission did not continue.

Maas stated that through his work on the Clark County Veterans Advisory Board, he understands the importance of having a citizen board to provide input to the legislative bodies so they can make informed decisions. He also said that it's important to have accountability on the use of the PEG Grant funds.

Maas suggested that staff look at how similar commissions are set up and work with elected officials in other jurisdictions, such as Mt. Hood Regulatory Commission.

Maas said that he recalls a discussion several years ago about CVTV possibly becoming a nonprofit that produces government and public access programming and wanted to know if that was something that CVTV would consider.

Demmon responded that there has never been any discussion about moving CVTV to non-profit. When the Commission was trying to designate a public access provider, there were discussions about how CVTV might absorb public access programming. He said that both the City and County made it clear that they didn't want CVTV to assume that responsibility.

Dicker stated that he feels it's important to have Commission oversight over the PEG Grant funds to make sure that they are distributed equitably considering the large amount of money that will be coming into the fund. He asked legal staff how much of their time is spent on Commission preparation.

Driskill responded that he was involved in the writing of the resolutions before the Commission, as well as the resolutions that will go before the Vancouver City Council for the redesignation and that does take some time. He said that the designations will now be every three years, so the workload will be lessened. He added that there is the staff time involved to set up the meeting, attend meetings and any follow-up work after the meeting to also take into account.

Demmon clarified that the PEG Grants will still be reviewed by the elected officials who are citizen representatives. He said that if the Commission disbands, the entire grant process will remain as it is now, just without the additional step of going to the Commission.

Green stated that he agrees that the Commission is an asset. He likes the idea of streamlining how it operates – looking at how many times a year the Commission meets, use subcommittees to lessen the work of staff and looking at how other jurisdictions operate. He would like the Commission to be more involved in researching new technology, how that would be beneficial to the community and communicating that with the elected officials.

Hale commented that most of the people he's spoken to about the Commission assume that "telecommunications" means that the

**Commission also has oversight of broadband services. He said that currently the main responsibility of the Commission is to review and make recommendations on the PEG Grant funds and that would only require one meeting a year. He added that for the Commission to remain relevant its work should include broadband development.**

**Demmon responded that he has had discussions with City and County staff about the Commission's eagerness to work on broadband issues. He said that staff responded that since the neither the City nor County is not considering deploying a broadband network, the Commission's authority is limited other than advocating for more competition.**

**Green stressed that the Commission advocates for the cable customer and allows a platform for them to bring their issues with the cable provider for a resolution. He added that the community needs to be more aware that there is a place for them to go if they have issues with Comcast.**

**Nygaard asked if the City had regulatory control over broadband services.**

**Driskell responded that the City strongly encourages new providers to offer services and that he has recently worked on two new franchises for broadband providers.**

**Nygaard said that the Commission could have been given some authority to help with the broadband franchise process.**

**Dicker suggested that the Commission, or subcommittee, meet to discuss the responsibilities of the Commission in October and bring those back to the regular December meeting for discussion.**

**Hinds made the point that it is a good idea for Commission members to do their due diligence and be thoughtful about the work they do, especially in light of the fact that the Commission doesn't really have any regulatory authority.**

**Driskell responded that City and County staff will take the Commission's comments into consideration and discuss options on the best way to move forward and bring those back to the Commission.**

Demmon recommended first putting together a subcommittee and bring that work to the Commission in December. He added that staff will still need to have discussions with elected officials.

Dicker requested a work session on October 16 to have a fuller discussion with Commission on their current responsibilities and any additional work the Commission could advise the legislative bodies.

Demmon stated that staff will send the Commission its current workplan ahead of the meeting.

Green reiterated that the Commission provides citizens a way to express their issues with Comcast that may not have regulatory oversight.

Dicker announced that Green would chair the PEG Committee, and Maas and Nygard will also be assigned to the committee.

- V. **NEXT MEETING DATE: October 16, 2024, Work Session (the work session was subsequently cancelled as staff decided to keep the Commission intact.)**
- VI. **ADJOURNMENT – 4:55 p.m.**

*AN AUDIO RECORDING OF THIS MEETING IS ON FILE IN THE CITY CLERK'S OFFICE; A VIDEO RECORDING OF THIS MEETING IS ON FILE IN THE CITY/COUNTY CABLE TELEVISION OFFICE.*

**Attachments:**

- 1. Resolution 2024-03 Regarding Annual Review of Educational Access Programming and Re-Designation of TV ETC as the Educational Access Cable Provider
- 2. Resolution 2024-03 Regarding Annual Review of Government Access Programming and Re-Designation of the City/County Cable Television Office as the Government Access Cable Provider

Approved December 4, 2024  
Date

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Paul Dicker, Chair  
City/County Telecommunications Commission

**Vancouver Clark Telecommunications Commission**

**RESOLUTION 2024-05**

**A Resolution Forwarding the Recommendations of the Vancouver Clark Telecommunications Commission for Use of PEG Capital Support Funds for Equipment Repair and Replacement**

**Section 1. Recitals**

- 1.1 The City of Vancouver (“City”), Clark County (“County”) and Comcast Cable Communications Management, LLC (“Comcast”), approved a new franchise in July 2024 which included continuation of a fund to support Public, Educational and Governmental (“PEG”) Access capital costs.
- 1.2 Section 9.8 “Support for Access Capital Costs” requires Comcast to provide to the City 1% of gross revenues for Public, Access, and Governmental Access (“PEG”) including but not limited to PEG access facilities and equipment, which includes repair of equipment.
- 1.3 Pursuant to VMC 5.19.320(7) and Clark County Code 36.12.160, the Clark Vancouver Telecommunications Commission (“Commission”) has authority to recommend allocation of PEG funds to designated PEG providers.
- 1.4 City staff, working with representatives of the designated PEG Access providers and PEG Subcommittee as appropriate, will allocate certain PEG funds for equipment repair and replacement each year.
- 1.6 This Resolution is intended to continue in effect through the duration of the Comcast franchise, including any agreed upon extensions.

Now, therefore, be it resolved as follows:

**Section 2.**

- 2.1 The Commission recommends that the Vancouver City Council and Clark County Council approve the following procedures for allocating PEG funds on equipment repair and replacement:
  - a. Up to 5% of the combined City/County PEG capital fund may be allocated on an annual basis for repair and replacement of equipment that was originally purchased with PEG capital funds.
  - b. Equipment repair/replacement funds not expended by the end of the calendar year will be included in the funds available for the annual PEG grants.
  - c. City Manager’s Office is authorized to approve repair expenditures up to \$5,000 per piece of equipment. Repair expenditures over \$5,000 per piece of equipment requires that staff consult with the PEG Subcommittee prior to approval.

- d. Total amount of equipment replacement expended for each PEG recipient in any calendar year cannot exceed \$25,000 without additional approval from the PEG Subcommittee.
- e. The City Manager's Office will provide an annual report on the repair and replacement of equipment using PEG funds to the PEG Subcommittee.

2.2 The Commission requests that staff forward this Resolution to the Vancouver City Council and the Clark County Council, and further requests that each entity approve the process set forth in Section 2.1, above for allocating PEG funds for equipment repair and replacement.

Recommendation approved by a majority of the Commission on December 4, 2024.

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Paul Dicker, Chair,  
Vancouver Clark Telecommunications Commission

## City/County Telecommunications Commission

### RESOLUTION 2024 – 06

#### Regarding Recommendations to Award PEG Capital Support Funds to Designated Access Providers TV ETC and CVTV

##### Section 1. Findings

- 1.1 Under the terms of the cable television franchise agreements between the City of Vancouver (“City”), Clark County (“County”) and Comcast of Washington V, LLC (“Comcast”) adopted July 2024, funding is available to support Public Educational and Governmental (“PEG”) Access capital costs.
- 1.2 As stated in Section 9.9 “Support for Access Capital Costs” of the franchise, “During the term of this Agreement, Grantee (Comcast) shall provide 1% of gross revenues which is remitted to the City and County to support the purpose (the “Capital Contribution”) for Public, Educational and Governmental (“PEG”) Access capital.
- 1.3 The City/County Telecommunications Commission (“Commission”) is authorized under Section 5.19.300 of the Vancouver Municipal Code and under Clark County Code 36.12.160 to administer Ordinances and any Franchise granted pursuant to the implementation of Franchise compliance procedures.
- 1.4 The Commission’s authorized duties, pursuant to the codes mentioned in Section 1.3 of this Resolution, include “To have primary responsibility for advising the City and County regarding public, educational and governmental access programming including the development of processes for the selection of designated access providers, and for evaluating their performance, for assigning and designating access channels, for allocating access funds and for making written reports and recommendations to the City and County Councils.”
- 1.5 The Commission Chair appointed a subcommittee of the Commission to review applications from Designated Access Providers and present recommendations to the Commission, which if approved by the Commission, are forwarded to the Vancouver City Council and Clark County Council for review and action.
- 1.6 The Vancouver Educational Telecommunications Consortium (“TV ETC”), the Designated Access Provider for Education and Clark/Vancouver Television (“CVTV”), the Designated Access Provider for Government submitted applications to the Commission for PEG Capital Support Fund consideration.
- 1.7 Grant applications were reviewed by the PEG Committee in concert with outside experts who reviewed the applications from a technical perspective. The PEG Committee also met with each designated access provider to review the proposals.

- 1.8 The Committee presented their recommendations and findings to the Commission in the **Recommendations for the 2025 PEG Capital Support Grants** (Exhibit A) exhibit attached hereto. Estimated funds available for distribution in 2025 are approximately \$900,000. The Commission reviewed and approved the recommendations and findings of the PEG Committee as outlined in the report.

**NOW, THEREFORE BE IT RESOLVED:**

**Section 2.**

- 2.1 The Commission recommends, barring any substantial issues raised by the City and County governing boards, and upon signing the required PEG Capital Grant agreements, that TV ETC and CVTV be awarded PEG Capital Support Funds as follows:

<b>Applicant</b>	<b>Total Amount Requested</b>	<b>Total Amount Funded</b>
TV ETC	\$386,721.07	\$386,721.07
CVTV	\$246,973.00	\$246,973.00
<b>Total PEG Grant Funds</b>	<b>\$615,694.07</b>	<b>\$615,694.07</b>

The City/County Telecommunications Commission, through this Resolution, adopts the findings and recommendations contained herein and as outlined in Exhibit A: **Recommendations for the 2025 PEG Capital Support Grants**

- 2.2 The Commission directs staff to forward this Resolution and finalized copies of the **Recommendations for the 2025 PEG Capital Support Grants** to the Vancouver City Council and the Clark County Council, as well as to the applicants.
- 2.3 The Commission recommends that the Vancouver City Council and Clark County Council award funds to TV ETC and CVTV as outlined in this Resolution.

**Approved (Date): December 4, 2024**

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**Paul Dicker, Chair, City/County Telecommunications Commission**

**EXHIBIT “A” - Recommendations for the 2025 PEG Capital Support Grants**

# CITY • COUNTY

## CABLE TELEVISION OFFICE

**TO:** CITY/COUNTY TELECOMMUNICATIONS COMMISSION

**FROM:** PEG COMMITTEE  
Doug Green, Chair  
Chad Nygard  
Bruce Maas

**DATE:** December 4, 2024

**SUBJECT:** Recommendations for the 2025 PEG Capital Support Grants

### **Purpose of the PEG Capital Grant Program:**

The purpose of the PEG Capital Support Fund, established under the 1997 cable franchise agreement and renewed in the 2024 cable franchise agreement, is to promote the use and availability of local programming by providing capital support for equipment and facilities for use by the public, education, and local government for the benefit of Vancouver/Clark County cable television subscribers. Comcast collects a “PEG fee” 1% of gross revenues which is remitted to the City and County to support this purpose.

### **Grant Proposal Evaluation:**

Grant proposals for the current round of funding were due by November 20, 2024. Fifteen proposals were received totaling \$615,694.07 in requests: three (3) from CVTV and twelve (12) from TV ETC. There is \$900,000 available for PEG grants this year.

Grant applications were reviewed by the PEG Committee in concert with outside experts who reviewed the applications from a technical perspective. The PEG Committee had follow-up questions which were answered by email. They had a follow up meeting with CVTV for additional clarification on a proposal before deciding.

### **PEG Capital Grant Program: Recommended Projects for 2025**

The Committee asked for clarification on equipment needs and uses on several of the grants. One request from Vancouver School District was amended slightly based on a revised understanding of project needs. A request from CVTV was amended to reflect the inclusion of an additional piece of equipment. In general, the Committee was very complimentary of the submissions.

With these grant awards, there is approximately \$284,000 remaining in the PEG fund for future grant distribution. The PEG Committee is recommending the following funding for approval by the Telecommunications Commission:

*Serving the citizens of Vancouver and Clark County since 1982*

P.O. Box 1995 | Vancouver, WA 98668-1995 | 360-487-8702 | Fax: 360-487-8625 | [www.cvtv.org](http://www.cvtv.org)

<b>Grant Applications *</b>	<b>Requested</b>	<b>Recommended</b>
Video Playback Server Replacement	\$96,941	\$96,941
Booth in Vancouver Community Library Upgrade	\$124,339	\$124,339
Camera Replacement in Training Room at Clark County Public Service Center	\$26,143	\$26,143
VPS Skyview TV Production Update	\$22,355.07	\$22,355.07
VPS Columbia River Production Update	\$30,129.50	\$30,129.50
VPS Fort Vancouver Production Update	\$34,492.49	\$34,492.49
VPS Hudson's Bay TV Production Update	\$25,638.04	\$25,638.04
VPS Itech Prep TV Production Update	\$22,793.47	\$22,793.47
VSP District Video Field Production	\$13,524.23	\$13,524.23
ESP Studio Upgrade	\$139,758.42	\$139,758.42
ESP Mobile Unit & Production Upgrade	\$14,000.36	\$14,000.36
ESP Union High School Studio	\$5,438.49	\$5,438.49
Battle Ground Public School – Live Event Broadcasting	\$25,890.86	\$25,890.86
TV ETC Control Room Upgrade	\$30,288.56	\$30,288.56
<b>Total PEG Access Capital Grant Funds</b>	<b>\$615,694.07</b>	<b>\$615,694.07</b>

<b>Applicant</b>	<b>Total Amount Requested</b>	<b>Total Amount Funded</b>
TV ETC	\$386,721.07	\$386,721.07
CVTV	\$246,973.00	\$246,973.00
<b>Total PEG Access Capital Grant Funds</b>	<b>\$615,694.07</b>	<b>\$615,694.07</b>

\*PEG Grant Applications are available on file at the City/County Cable Television Office.

## **City/County Telecommunications Commission**

### **RESOLUTION 2024 – 07**

#### **Regarding Adoption of the 2025 – 2026 Work Program**

##### **Section 1. Findings**

- 1.1 The March 1982 Interlocal Agreement between the City of Vancouver (“City”) and Clark County (“County”) establishing the City/County Cable TV Office stipulates that the Office is to provide staff support to the City/County Telecommunications Commission and to the City and County on matters relating to the administration of the joint City/County urban area cable television franchises.
- 1.2 Section B (1) of the Interlocal Agreement provides that the Office shall, in accordance with the applicable City and County budget timetables, submit to the Commission a proposed budget for the applicable budget cycle.
- 1.3 Section C (1) of the Interlocal Agreement requires that the Office submit a work program to accompany the proposed budget.
- 1.4 The budget and proposed work program are to be reviewed by the Commission and submitted to the legislative bodies of the City and the County in accordance with the budget timetables of each and subject to approval of each. The budget is set forth as line items in the City budget in accordance with City budget laws.
- 1.5 The Cable TV Manager has submitted a budget and proposed work program for review by the Commission for the 2025 – 2026 budget years (the biennial budget cycle for the City and the annual budget cycle for the County.)
- 1.6 The budget and work program are substantially the same as in the previous budget cycle.
- 1.7 A copy of the budget and proposed work program for 2025 – 2026 are attached to this resolution.

##### **NOW, THEREFORE BE IT RESOLVED:**

##### **Section 2.**

- 2.1 The Commission concurs with the budget and work plan for 2025 – 2026 as submitted by the Cable TV Manager.

- 2.2 The Commission directs the Cable TV Manager to forward the budget and proposed work program for 2025 – 2026 with this Resolution 2024-07 to the legislative bodies of the City and the County in accordance with the Interlocal Agreement which establishes the City/County Cable TV Office.

**Approved (Date):** December 4, 2024

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**Paul Dicker, Chair, City/County Telecommunications Commission**

## CITY/COUNTY CABLE TELEVISION OFFICE

Work Program  
2025- 2026

### **PRIMARY RESPONSIBILITIES—CORE SERVICES**

- I. Monitor Telecommunications Franchise Agreements for the City of Vancouver and Clark County, Washington.**
  - A. Advise the City/County Telecommunications Commission (Commission), Vancouver City Council, and Clark County Council regarding cable operator(s) compliance with franchise agreements.
  - B. Negotiate franchise agreements with cable and other telecommunications providers and present recommendations to the Commission, Vancouver City Council, and Clark County Council.
  - C. Conduct a review of any request for transfer of ownership or control of cable franchise(s) and present to the Commission and legislative bodies.
  - D. Prepare triennial reports regarding franchise compliance by the cable operator(s) and the work of the Commission.
  - E. Work with other cable regulatory agencies in the state and region on telecommunications issues, including use of the public rights of way.
  - F. Actively work with professional organizations to insure that Vancouver/Clark County stays current with evolving technologies and regulations and their possible local applications and impacts.
  
- II. Serve as ombudsman for Cable Television/Video Services subscribers.**
  - A. Provide assistance to citizens and cable television subscribers in cable television matters by facilitating complaint resolution and enforcing franchise compliance by the cable operator in all matters pertaining to consumer issues.
  - B. Provide appropriate staff support to the Commission in its work regarding customer service issues.
  - C. Encourage citizen participation in Commission activities.
  - D. Provide regular communication to interested stakeholders about the work of the Commission and cable provider activities.
  
- III. Provide staff support to the City/County Telecommunications Commission, the Vancouver City Council, and the Clark County Council, as well as City and County management on all matters regarding cable television and related telecommunications activities.**
  - A. Devote .9 FTE (distributed among **three** people) of total staff time to franchise administration and oversight, including support to the Telecommunications Commission.
  - B. Provide staff support for Commission Committees and Task Forces.
  - C. Provide staff support to the Commission consistent with its role regarding broad telecommunications issues.
  - D. Advise the Commission, City Council and County Council on regulatory matters in light of judicial, regulatory and legislative actions.

- E. Develop work plan with the Commission for **2027-28** budget cycle for the City of Vancouver and Clark County.
- F. Collaborate with other jurisdictions in Clark County and the Portland metropolitan area as appropriate in support of mutual goals and objectives.

**IV. Serve as PEG Fund/PEG Provider Liaison.**

**(The Vancouver City Manager's Office oversees the administration of the PEG Capital Support Fund and Supports the Commission with PEG Channel Allocations.)**

- A. Develop agreements and service mechanisms for the delivery of public, education, and government cable television access services as required.
- B. Assist Commission in developing recommendations to the City Council and the County Council regarding administration and disbursement of public, education, and government (PEG) access capital fund. This includes developing a timetable for grant funding cycles, determining in consultation with the City budget office (fiscal agent for PEG grant fund) amount of funds available for dispersal during each grant funding cycle, process for distribution, and criteria for award of grants.
- C. Prepare annual reports to franchisees and the City and the County as required by franchise agreements and local ordinances and agreements regarding the disbursement of PEG capital funds.
- D. Monitor, promote, and support utilization of all PEG access channels provided by the franchise agreement.
- E. Assist the Commission in developing a process for triennial designations of PEG access providers.
- F. Assist the Commission in the annual review of the use of PEG channels.
- G. Promote the use of cable-based technologies in the community and assist Comcast with their public information efforts.

12/4/2024

## **Preliminary 2025 Telecommunications Commission Timeline**

March 3 (Mon.)	Notice to PEG Access Providers to Prepare Annual Reports
April 11 (Fri.)	PEG Access Provider Annual Report Deadline
<b>May 7 (Wed.)</b>	<b>Commission Meeting – PEG Access Annual Reports and Election of Officers</b>
August 4 (Mon.)	PEG Grant Applications emailed to designated access providers
October 3 (Fri.)	PEG Application Deadline
Oct. 6 - 31	PEG Task Force review of grants
<b>Nov. 19 (Wed.)</b>	<b>Commission Meeting - PEG Grant Recommendations</b>
December 8 (Mon.)	PEG Recommendation to City Council
December 9 (Tue.)	PEG Recommendation to Clark County Council
December 29 (Mon.)	PEG Agreements mailed to Access Providers

## City/County Telecommunications Commission

### RESOLUTION 2024-08

#### Regarding Appreciation for Paul Dicker's Service as a Member of the City/County Telecommunications Commission

##### Section 1. Findings

- 1.1 Clark County appointed Paul Dicker to the City/County Telecommunications Commission in October 2011 and reappointed him in July 2014, July 2017, and July 2020. At staff's request, and approval of the County, Mr. Dicker extended his term through the end of 2024 to complete the cable franchising process.
- 1.2 Mr. Dicker's term expires on December 31, 2024, and he has indicated that he will not be seeking reappointment.
- 1.3 Over the course of his thirteen years serving on the Commission, Mr. Dicker participated in several Commission Task Forces and Committees, including the Executive Committee and PEG Committee. He also served as Chair of the Commission from April 2017 to December 2024.
- 1.4 During Mr. Dicker's tenure on the PEG Committee, he assisted with developing recommendations for the annual award of PEG Capital Support Funds to designated access providers. His contributions and leadership on the distribution and use of the PEG Grant Fund have a lasting benefit to the entire Vancouver/Clark County community.
- 1.5 Mr. Dicker participated in two cable franchise renewal processes, 2012-2013 and 2021-2024, with Comcast Cable Communications Management, LLC, and a cable franchise process with CenturyLink providing feedback that helped create agreements which met the special and unique future cable-related needs of the Vancouver/Clark County community.
- 1.6 Mr. Dicker has been instrumental in maintaining the high standard of customer service and responsiveness that have become the hallmarks of the City/County Cable TV Office and the Commission. Through continual advocacy and support of cable customers, Mr. Dicker worked to ensure their needs were met.
- 1.7 The City/County Telecommunications Commission, through this Resolution, recognizes the many contributions made by Mr. Dicker to our community. He will be missed by the Commission and staff. However, he leaves the Commission knowing that he is part of the "special and unique" legacy that has shaped community communications in Vancouver/Clark County for over a decade.

**NOW, THEREFORE BE IT RESOLVED:**

**Section 2.**

- 2.1 The City/County Telecommunications Commission expresses its sincere appreciation to Paul Dicker on behalf of a grateful community for his outstanding service as a member of the Commission and extends every good wish to him in the future.
- 2.2 The Commission directs staff to provide a signed original of this resolution to Mr. Dicker with a copy to the Clark County Council and Vancouver City Council.

**Approved:** December 4, 2024

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**Doug Green, Vice Chair, City/County Telecommunications Commission**