

Resolution No.:	<u>18-831</u>
Introduced:	<u>May 25, 2017</u>
Adopted:	<u>May 25, 2017</u>

**COUNTY COUNCIL
FOR MONTGOMERY COUNTY, MARYLAND**

By: County Council

SUBJECT: Approval of the FY 2018 Cable Communications Plan

Background

1. Section 8A-27(a) of the County Code provides that “All access grants, franchise fees, and other moneys received by the County from any franchisee may be spent only under a budget approved by the Council and in accordance with the County Cable Communications Plan.”
2. Section 8A-27(b) of the County Code provides that “The Cable Communications Plan must be proposed by the County Executive to the Council annually and may be amended at any time.”
3. Section 6.2.2 of the 2016 Cable Franchise Agreement with Comcast of Potomac, LLC. provides that Comcast must pay a grant to the County of 3% of Gross Revenues each quarter to be used for PEG and institutional network capital expenses. Paragraph 8 of Exhibit D of the Franchise Agreement provides that this grant may be used for capital and non-capital support for PEG purposes, including expenditures on PEG and FiberNet.
4. Section 8(b)(1) of the 2016 Franchise Agreement with Starpower Communications, L.L.C, doing business as RCN, provides that Starpower must pay a grant to the County of 3% of Gross Revenues to the County to be used for PEG and Institutional Network. Paragraph 3 of Exhibit F of the Franchise Agreement provides that this grant may be used for capital or non-capital support for PEG purposes.
5. Section 6.2.2 of the 2006 Franchise Agreement with Verizon provides that Verizon must pay a grant to the County of 3% of Gross Revenues each quarter to be used for PEG and institutional network purposes.
6. Section 8 of the Franchise Agreement with Starpower (doing business as RCN) and Section 7 of the Franchise Agreements with Verizon and Comcast provides that each franchisee must pay, for the life of the franchise, a franchise fee of 5% of annual gross revenues.

General Provisions

1. Purpose and Effect: This Cable Communications Plan constitutes the County's formal direction for the use of resources required to be provided under Sections 7 and 8 of the Franchise Agreements with Comcast and Starpower (doing business as RCN); and Sections 3, 6, and 7 of the Franchise Agreement with Verizon.

In FY 2018, these resources must be deposited by the County in its Cable TV Special Revenue Fund, and this Cable Communications Plan directs the use of the revenues in this Fund.

2. Spending Authority under the Time Period Governed by This Plan: This Cable Communications Plan provides spending authority for FY 2018. Resources appropriated in FY 2018 that are not encumbered by the County on or before June 30, 2018 must remain in the Cable TV Special Revenue Fund and be available for spending in future years.
3. Carryover: Resources provided to the County as a result of the requirements of the Franchise Agreements with Comcast, Starpower (doing business as RCN), and Verizon, but not specifically allocated in the Cable Communications Plan to the General Fund, must remain in the Cable TV Special Revenue Fund and be available to be allocated in future years.
4. Future Fiscal Years: No estimate shown for any fiscal year after FY 2018 reflects any commitment or decision by the Council, and any such estimate should not be taken as prejudging any decision regarding activities or allocations, either in absolute or relative amounts, of expenditures for future years.
5. Management of Funds: All equipment, personnel, and other resources approved in the Cable Communications Plan for funding from the Cable TV Special Revenue Fund must be managed so that the resources are reasonably available to all users of the cable system and provide benefits to the subscribing public and the franchisee.
6. Affirmative Action and MFD Procurement Procedures: The Board of Directors of Montgomery Community Television, Inc. (MCT), doing business as Montgomery Community Media (MCM), must adopt and follow an Affirmative Action Plan and procedures for procurements from minority-, female-, and disabled-owned businesses (MFD) that take into account both the requirements of the Franchise Agreements with Comcast, Starpower (doing business as RCN), and Verizon and relevant provisions of the County Code.
7. Financial Disclosure: The County must not spend any FY 2018 funds allocated to MCT until all members of the Board of Directors and the Executive Director of MCT have filed a financial disclosure statement with the Ethics Commission for the 2017 calendar year.
8. FY 2019-2024 Cable Plan: The Executive must submit a preliminary six-year Cable Communications Plan for FY 2019 through FY 2024 to the Council no later than January 15, 2018. The Executive submitted a preliminary six-year Cable Communications Plan for

FY 2018 through FY 2023 to the Council on January 13, 2017. The Preliminary Cable Communications Plan must include: (a) a list of known PEG activities and funding needs for FY 2019 through FY 2024; (b) a preliminary plan for prioritizing PEG funding needs within the context of the County's long-term vision for Cable television; (c) any capital project expenditures proposed to be funded through the plan; (d) changes to approved multi-year expenditures; and (e) updated projections of plan revenues for FY 2019 through FY 2024.

9. Reporting Requirements: The Executive must submit a quarterly summary report to the Council detailing revenues received by source for the Cable Plan and the levels of the Cable Fund Balance at the close of the prior quarter. The intent is to ensure that all revenues beyond those foreseen in the approved Cable Plan are explicitly identified and allocated by the Government Operations and Fiscal Policy Committee.

FY 2018 Cable Communications Plan Description

The FY 2018 Cable Communications Plan provides funding for cable franchise administration (Department of Technology Services, County Attorney's Office, and outside professional services); for municipal equipment and support; for public, educational, and government access programming (Office of Public Information, Council, Montgomery College, Montgomery County Public Schools, and Montgomery Community Television, Inc.); for the Legislative Branch Communications Outreach non-departmental account (NDA); for the Interagency Technology Fund (ITF); and for other miscellaneous cable-related activities.

The attached table details the approved expenditures from the Cable TV Special Revenue Fund for the following purposes in FY 2018:

Franchise Administration

- A. Funds are allocated to the Department of Technology Services to administer the Franchise Agreements with Comcast, Starpower (doing business as RCN), and Verizon, including inspecting construction, testing signal quality, responding to residents' complaints, budgeting franchise fee and grant funds received from the cable operator, managing the contract to provide public access services, supporting an advisory committee, administering Federal Communications Commission rules and regulations, preparing for and negotiating franchise agreements, and advising elected officials on related policy matters.
- B. Funds are allocated to the County Attorney's Office to support the in-house staff costs associated with advising the Department of Technology Services and elected officials on related matters.
- C. Funds are allocated to hire outside professional services to advise or represent the County in areas of specialized telecommunications needs.

Municipal Support

- D. Funds are allocated for sharing franchise fee revenue with the municipal co-franchisors in accordance with the formula in Section 8A-29 of the County Code.
- E. Funds are allocated to support the 3 PEG channels allocated to (1) the City of Rockville; (2) the City of Takoma Park; and (3) the Montgomery County Chapter of the Maryland Municipal League. Funds are allocated from the Capital Equipment Support Grants, according to the requirements of Section 8(b)(1) of the Franchise Agreement with Starpower (doing business as RCN), the requirements of Section 6.2 of the Franchise Agreement with Comcast, the requirements of 6.2 of the Franchise Agreement with Verizon, and from the PEG Support Fund. Funds are allocated from the PEG Support Fund to the extent that the Participating Municipalities meet all applicable matching-fund requirements in the Settlement Agreement.

County Government Access Programming

- F. Funds are allocated for managing the County Government Channel, maintaining County Government Channel video equipment, closed captioning of County Government programming, and for the operation of the Technical Operations Center to monitor and adjust technical quality of PEG Programming.

Funds are allocated to the Office of Public Information for in-house staff and contractors to produce Executive Branch programming for the County Government Channel.

Funds are allocated to the Council for in-house staff and contractors to produce programming for the Council and Legislative Branch agencies.

Funds are allocated to the Montgomery County portion of the Maryland-National Capital Park and Planning Commission for contractors to provide cable-related services, including webcasting and services needed to produce programming for the Planning Board and the Parks Department.

Educational Access Programming

- G. Funds are allocated to Montgomery College to produce educational programs and operate a cable channel with in-house staff.
- H. Funds are allocated to Montgomery County Public Schools to produce educational programs for children, parents, and teachers; carry Board of Education meetings; and run other educational programming of interest to County residents.

Public Access Programming

- I. Funds are allocated for Montgomery Community Television, Inc., to perform services in FY 2018 specified in its contract with the County, including the following:

- (1) produce and schedule two public access channels, including disseminating information on the daily program schedule;
- (2) train community producers and technicians in program production and assist residents and community organizations in developing locally produced or locally sponsored programming;
- (3) provide and maintain a central access studio, field production equipment, and editing facilities for use by community producers in program production;
- (4) maintain all video equipment provided to MCT or purchased by MCT with cable company or County funds;
- (5) produce local interest and public affairs programming;
- (6) promote and encourage programming representing a diversity of community interests and needs; and
- (7) perform outreach and create programming in the down-county area.

PEG Network

- J. For FY 2018, funds are allocated for PEG equipment replacement, for joint PEG programming/promotion, PEG network engineering and administration, closed captioning of select PEG programming, and for PEG programming to provide access to cable by community organizations.

The Council wishes to encourage the most cost-effective operations of the PEG Channels and has directed the PEG Governance Board to enhance the sharing of equipment, facilities, and personnel. All funds appropriated for PEG equipment replacement must be administered by the Office of Cable and Broadband Services. Before spending any funds for this purpose, the PEG Governance Board must report to the Council and the Executive on their plans for the purchase and allocation of replacement equipment. The Council intends that preference be given to purchases of equipment and facilities that can be shared by more than one PEG Channel.

The Council encourages the municipal co-franchisors to develop plans for purchasing equipment, using engineering expertise available from the other PEG Channels and the Office of Cable and Broadband Services, and acquiring equipment that facilitates the sharing of resources with other PEG channels.

Before the PEG Governance Board may spend funds allocated for PEG joint Programming/Promotion, the Governance Board must report its general plans to the Council and the Executive.

Institutional Telecommunications

- K. The County continues to expand the FiberNet network to meet the telecommunications needs of County agency facilities. The Department of Technology Services must develop and implement a FiberNet buildout plan that identifies facilities with the greatest need for high-speed voice, data, and video transmissions and for which FiberNet offers lower cost service than private sector telecommunications providers. User agencies must notify the

Council before paying any fee to or entering into any agreement with any private provider, if using FiberNet to serve specific facilities is more advantageous to the County. The Council will then consider if adjustments to the funded FiberNet buildout schedule are warranted to avoid paying excessive fees to private providers for telecommunications service to any specific facility.

Allocation of FiberNet fibers to Montgomery College from the County FiberNet is subject to a construction memorandum of understanding between the College and the County signed on December 26, 2012, as well as approval by the Interagency Technology Policy and Coordination Committee.

Support of Legislative Branch Communications Outreach NDA

- L. In FY 2018, the Council approved a transfer of \$540,000 to the Legislative Branch Communications Outreach NDA to strengthen the capacity of the Legislative Branch offices to inform constituent communities of issues that directly affect them and to ensure that these communities' concerns are effectively taken into account.

Support of the Interagency Technology Fund (ITF)

- M. In FY 2018, the Interagency Technology Fund will not receive any funding to support priority projects as approved by the ITPCC. However, in support of the Interagency Technology Policy and Coordination Committee (ITPCC) work program, \$100,000 is allocated to the Maryland National Capital Park and Planning Commission for a pilot "WiFi in the Parks" project.

Action

The County Council for Montgomery County, Maryland approves the following resolution:

The Council approves the attached Cable Communications Plan as described in this resolution and appropriates cable communications grant resources and settlement funds as provided in the Cable Communications Plan and this resolution and any amendments to either that the Council adopts for FY 2018.

This is a correct copy of Council action.



Linda M. Lauer, Clerk of the Council

FY18 CABLE COMMUNICATIONS PLAN (in \$000's)

		ACTUAL FY16	APP FY17	EST FY17	APP FY18	Proj. FY19	Proj. FY20	Proj. FY21	Proj. FY22	Proj. FY23
1	BEGINNING FUND BALANCE	1,905	1,636	2,140	1,619	37	496	437	381	524
2	REVENUES									
3	Franchise Fees ¹	17,792	17,661	17,877	17,987	17,868	17,942	18,018	18,095	18,095
4	Gaithersburg PEG Contribution	174	170	171	168	165	164	164	163	163
5	PEG Operating Grant ^{1,2,7}	1,722	4,120	4,223	4,158	4,013	3,991	3,968	3,946	3,946
6	PEG Capital Grant ^{1,2,7}	5,734	6,517	6,543	6,674	6,747	6,814	6,882	6,951	6,951
7	FiberNet Operating & Equipment Grant ²	1,354	0	0	0	0	0	0	0	0
8	Interest Earned	22	27	43	75	107	138	170	188	188
9	TFCG Application Review Fees	327	150	404	250	150	150	150	150	150
10	Miscellaneous	213	0	0	0	0	0	0	0	0
11	TOTAL ANNUAL REVENUES	27,338	28,644	29,261	29,312	29,050	29,200	29,352	29,493	29,493
12	TOTAL RESOURCES-CABLE FUND	29,244	30,280	31,401	30,930	29,087	29,696	29,789	29,875	30,018
13	EXPENDITURE OF RESTRICTED FUNDS ²									
14	A. EXPENDITURE OF RESTRICTED CAPITAL FUNDS									
15	Municipal Capital Support ³									
16	Rockville Equipment	1,126	931	935	953	964	973	983	993	993
17	Takoma Park Equipment	903	217	222	228	225	227	229	232	232
18	Municipal League Equipment	903	217	222	228	225	227	229	232	232
19	SUBTOTAL	2,932	1,365	1,379	1,409	1,414	1,428	1,442	1,456	1,456
20	PEG Capital	698	779	791	759	813	957	1,191	1,319	1,319
21	ultraMontgomery - CIP	0	680	680	680	680	680	680	680	680
22	FiberNet - CIP	2,870	3,693	3,693	3,890	3,840	3,750	3,569	3,496	3,496
24	(Must be greater or equal to Line 6) SUBTOTAL	6,500	6,517	6,543	6,738	6,747	6,814	6,882	6,951	6,951
25	B. EXPENDITURE OF OTHER RESTRICTED FUNDS									
26	Municipal Franchise Fee Distribution ³									
27	City of Rockville	753	757	754	758	765	770	774	778	778
28	City of Takoma Park	259	243	245	246	244	245	246	247	247
29	Other Municipalities	319	268	270	271	272	274	276	278	278
30	SUBTOTAL	1,331	1,268	1,269	1,275	1,282	1,289	1,296	1,303	1,303
31	Municipal Operating Support ³									
32	Rockville PEG Support	57	300	211	211	286	279	272	266	266
33	Takoma Park PEG Support	57	458	469	462	446	443	441	438	438
34	Muni. League PEG Support	57	458	469	462	446	443	441	438	438
35	SUBTOTAL	172	1,215	1,149	1,135	1,178	1,166	1,154	1,142	1,142
36	SUBTOTAL	1,503	2,483	2,418	2,410	2,460	2,455	2,450	2,446	2,446
37	TOTAL EXPENDITURES OF RESTRICTED FUNDS	8,003	9,000	8,961	9,148	9,207	9,269	9,333	9,397	9,397
38	NET TOTAL ANNUAL REVENUES	19,335	19,644	20,300	20,164	19,843	19,930	20,019	20,097	20,097
39	NET TOTAL RESOURCES-CABLE FUND	21,241	21,280	22,440	21,782	19,880	20,426	20,456	20,478	20,621
40	EXPENDITURES OF NON-RESTRICTED FUNDS									
41	A. Transmission Facilities Coordinating Group									
42	TFCG Application Review	200	220	220	250	231	237	243	250	250
43	SUBTOTAL	200	220	220	250	231	237	243	250	250
44	B. FRANCHISE ADMINISTRATION									
45	Personnel Costs - Cable Administration	887	916	948	1,067	999	1,046	1,095	1,146	1,146
46	Personnel Costs - DTS Administration	85	81	81	81	88	92	96	101	101
47	Personnel Costs - Charges for County Atty	123	115	115	116	125	131	138	144	144
48	Operating	90	71	76	71	75	77	79	81	81
49	Engineering & Inspection Services	94	68	89	78	71	73	75	77	77
50	Legal and Professional Services	8	118	118	100	124	127	131	134	134
51	SUBTOTAL	1,286	1,369	1,427	1,513	1,482	1,546	1,613	1,683	1,683
52	SUBTOTAL	1,486	1,589	1,647	1,763	1,712	1,783	1,856	1,933	1,933
53	C. MONTGOMERY COUNTY GOVERNMENT - CCM									
54	Media Production & Engineering									
55	Personnel Costs	517	670	702	703	731	765	801	839	839
56	Operating	88	31	31	31	33	34	35	36	36
57	Contracts - TV Production	88	87	87	77	92	94	97	99	99
58	New Media, Webstreaming & VOD Services	44	58	58	58	61	62	64	66	66
59	SUBTOTAL	738	847	879	869	916	956	997	1,040	1,040
60	Public Information Office									
61	Personnel Costs	795	796	661	774	867	908	951	996	996

62	Operating Expenses	11	12	12	11	13	13	14	14	14
63	Contracts - TV Production	0	0	0	0	0	0	0	0	0
64	SUBTOTAL	806	808	673	786	880	921	964	1,009	1,009
65	County Council									
66	Personnel Costs	551	589	589	610	638	667	696	726	726
67	Operating Expenses	8	13	18	11	14	14	14	15	15
68	Contracts - TV Production	174	152	152	152	159	163	168	172	172
69	General Sessions and Committee Meetings	200	101	101	101	106	109	112	115	115
70	Multi-Lingual/Cultural Production Services	91	0	0	0	0	0	0	0	0
71	SUBTOTAL	1,024	855	860	874	917	953	990	1,028	1,028
72	MNCPPC									
73	Contracts - TV Production	0	99	99	99	103	106	109	112	112
74	New Media, Webstreaming & VOD Services	24	24	24	24	26	26	27	28	28
75	SUBTOTAL	24	123	123	123	129	132	136	140	140
76	SUBTOTAL	2,592	2,633	2,535	2,652	2,842	2,962	3,087	3,216	3,216
77	D. MONTGOMERY COLLEGE - MC ITV									
78	Personnel Costs	1,456	1,535	1,535	1,601	1,673	1,751	1,834	1,920	1,920
79	Operating Expenses	86	86	86	83	90	93	95	98	98
80	SUBTOTAL	1,542	1,621	1,621	1,684	1,763	1,844	1,929	2,018	2,018
81	E. PUBLIC SCHOOLS - MCPS ITV									
82	Personnel Costs	1,548	1,606	1,606	1,564	1,750	1,832	1,918	2,009	2,009
83	Operating Expenses	106	137	137	133	144	148	152	156	156
84	SUBTOTAL	1,654	1,743	1,743	1,698	1,894	1,980	2,070	2,164	2,164
85	F. COMMUNITY ACCESS PROGRAMMING⁴									
86	Personnel Costs	2,042	2,103	2,103	2,095	2,292	2,400	2,513	2,631	2,631
87	Operating Expenses	67	67	67	65	70	72	74	76	76
88	Rent & Utilities	396	411	411	425	431	442	454	466	466
89	New Media, Webstreaming & VOD Services	23	23	23	23	24	25	26	26	26
90	SUBTOTAL	2,528	2,604	2,604	2,608	2,818	2,940	3,067	3,200	3,200
91	G. PEG OPERATING									
92	Operating Expenses	123	181	181	161	190	195	201	206	206
93	Youth and Arts Community Media	80	100	100	100	105	108	111	114	114
94	Community Engagement	91	91	91	91	95	98	101	103	103
95	Closed Captioning	163	163	163	163	171	189	189	189	189
96	Technical Operations Center (TOC)	3	10	10	9	10	11	11	11	11
97	Mobile Production Vehicle	8	19	19	0	20	20	21	22	22
98	SUBTOTAL	469	565	565	525	592	622	633	645	645
99	H. FIBERNET OPERATING									
100	FiberNet - Personnel Charges for DTS	693	766	536	717	835	874	915	958	958
101	FiberNet - Operations & Maintenance DTS	895	1,126	1,417	1,276	1,181	1,212	1,245	1,279	1,279
102	FiberNet - Network Operations Center	816	910	910	910	910	910	910	910	910
103	FiberNet - Personnel Charges for DOT	101	101	101	101	110	115	120	126	126
104	FiberNet - Operations & Maintenance DOT	723	882	882	943	925	950	975	1,002	1,002
105	SUBTOTAL	3,228	3,784	3,845	3,946	3,960	4,061	4,166	4,274	4,274
106	TOTAL EXPENDITURE OF UNRESTRICTED FUNDS	13,500	14,539	14,559	14,875	15,581	16,192	16,808	17,451	17,451
107	TOTAL EXPENDITURE OF RESTRICTED FUNDS	8,003	9,000	8,961	9,148	9,207	9,269	9,333	9,397	9,397
108	TOTAL EXPENDITURES - PROGRAMS	21,503	23,539	23,520	24,023	24,787	25,461	26,141	26,848	26,848
109	I. OTHER									
110	Indirect Costs Transfer to Gen Fund	614	649	649	725	764	800	837	876	876
111	Indirect Costs Transfer to Gen Fund (ERP & MCTime)	-	-	-	-	0	0	0	0	0
112	Telecom Transfer to the Gen Fund	-	5	5	5	-	-	-	-	-
113	Transfer to the General Fund	4,787	4,673	4,673	5,500	2,500	2,458	1,890	1,087	1,087
114	Legislative Community Communications NDA	490	490	490	540	540	540	540	540	540
115	Transfer to the Maryland-National Capital Park and Planning Commission	-	-	-	100	-	-	-	-	-
116	SUBTOTAL	5,891	5,817	5,817	6,870	3,804	3,798	3,267	2,503	2,503
117	TOTAL EXPENDITURES	27,394	29,357	29,338	30,893	28,591	29,259	29,408	29,350	29,350
118	J. ADJUSTMENTS									
119	Prior Year Adjustments	(291)	0	0	0	0	0	0	0	0
120	Encumbrance Adjustment	0	444	444	0	0	0	0	0	0
121	CIP - Designated Claim on Fund	0	0	0	0	0	0	0	0	0
122	TOTAL ADJUSTMENTS	(291)	444	444	0	0	0	0	0	0
123	FUND BALANCE	2,140	479	1,619	37	496	437	381	524	1,844

124	FUND BALANCE PER POLICY GUIDANCE ⁵	1,451	1,427	1,466	1,465	1,450	1,458	1,467	1,475	1,475
125	K. SUMMARY - EXPENDITURES BY FUNDING SOURCE									
126	Transfer to Gen Fund-Indirect Costs	614	649	649	725	764	800	797	834	834
127	Transfer to Gen Fund-Mont Coll Cable Fund ⁶	1,542	1,621	1,621	1,684	1,763	1,844	1,929	2,018	2,018
128	Transfer to Gen Fund-Public Sch Cable Fund ⁶	1,654	1,743	1,743	1,698	1,894	1,980	2,070	2,164	2,164
129	Transfer to CIP Fund	2,870	4,817	4,817	4,570	4,520	4,430	4,249	4,176	4,176
130	Transfer to Gen Fund-Other	4,787	4,673	4,673	5,500	2,500	2,458	1,890	1,087	1,087
131	Transfer to Gen Fund-Telecom	4,787	5	5	5	-	-	-	-	-
132	Transfer to the General Fund-Legislative Branch NDA Transfer to the Maryland-National Capital Park and Planning Commission	490	490	490	540	540	540	540	540	540
133		-	-	-	100	-	-	-	-	-
134	FUND TRANSFERS SUBTOTAL	16,745	13,998	13,998	14,821	11,981	12,052	11,475	10,819	10,819
135	Cable Fund Expenditure of Unrestricted Funds	10,303	11,176	11,196	11,494	11,924	12,368	12,809	13,269	13,269
136	Cable Fund Direct Expenditures	10,649	15,803	15,784	16,072	16,611	17,207	17,933	18,531	18,531
137	Cable Fund Personnel	3,751	4,034	3,732	4,169	4,393	4,598	4,812	5,035	5,035
138	Cable Fund Operating	11,685	11,769	12,052	11,903	12,218	12,609	13,081	13,455	13,455

Notes: These projections are based on the Executive's Recommended budget and include the revenue and resource assumptions of that budget. The projected future expenditures, revenues, transfers, and fund balances may vary based on changes not assumed here to fee or tax rates, usage, inflation, future labor agreements, and other factors.

1. Subject to municipal pass-through payment.
2. Restricted revenue and expenditures: Certain Cable Fund revenues, required in excess of the federal limit on franchise fees, and corresponding expenditures (Municipal Franchise Fees/Pass-throughs, PEG Capital/Equipment Grants, and PEG Operating Revenue) are contractually required by franchise, municipal, and settlement agreements, and by the County Code, and may only be used for permissible federal purposes and in a manner consistent with applicable agreements.
3. Municipal payments are estimates. Actual payments will be calculated based upon actual revenue received, subscriber numbers and formulas specified within the Municipal MOU's.
4. Montgomery Community Television, Inc., d/b/a Montgomery Community Media, is designated as a sole source contractor to provide community access media services.
5. Fund balance per policy guidance is calculated as 8% of total non-restricted revenues (franchise fees, tower fees, and investment income).