



## SCOPE OF SERVICES GUIDELINE

South Washington County Telecommunications Commission (SWCTC) is the cable franchise authority, as granted by the member cities of Woodbury, Cottage Grove, St. Paul Park, Newport and Grey Cloud Island Township, and is a service provider that effectuates a Return of Value (ROV), to each member city, based on the ROV formula. As a result, the Commission recommends engaging in services that meet or partially meet the guidelines below.

### CORE SERVICES

SWCTC strives to carry out the general mission and purpose as defined in the [Amended Joint and Cooperative Agreement](#), the authority of the [Cable Franchise Ordinances](#), and the primary objectives of the [Commission's government access channels](#). SWCTC's core services include *"monitoring the operation and activities of cable and telecommunications services and, in particular, the Cable Communications Systems ("Systems") in the Member Cities; to provide coordination of administration, enforcement and renewal of the franchises for the Systems; to promote the development of governmental and educational access cable television programming."*

### VALUE ADDED

In addition to core services, there are operational policies and procedures that extend beyond the above documents, benefit the community as a whole and, subsequently, cable subscribers in each city. Historically, value added projects have included those that *"Widen the dissemination of information regarding the activities of member city legislative and advisory bodies"* and *"increase the knowledge of citizens as to various functions performed by their city government."* Capital investments in AV infrastructure, direct to city production services, and local interest works have been carried out in the past.

### CONSULTATION

Service requests that are unique, one-time, or fall outside the core or "value added" services are examined through a consultation service. As subject matter experts in the areas of cable, telecommunications, audio and video production, we recommend that these requests be evaluated on a case-by-case basis. This document is intended to be a guideline to formulate a recommendation and resources, such as labor and capital, required for the "project", will be taken into consideration. After consultation, the Commission will submit a recommendation, to the requesting member, as to SWCTC's participation in the request.