



## **AGENDA | REGULAR MEETING**

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September 11, 2019 | 4 p.m. | Service Center Willow Room – 200 N. Wilson Ave.

### **CALL TO ORDER**

### **APPROVAL OF MINUTES – 08/14/2019**

### **CITIZENS REPORT** (\*See procedural instructions on the following page.)

### **INFORMATIONAL ITEM**

1. Items Related to Delivery of Pulse Services – Noah Cecil and Briana Reed-Harmel

### **STAFF REPORTS**

2. Update on IGA with Fort Collins and Estes Park – Briana Reed-Harmel

### **COMMISSION & COUNCIL REPORTS**

### **DIVISION MANAGER'S REPORT**

### **ADJOURN**



#### **\* Citizens Report Procedures**

Anyone in the audience may address the LCAB on any topic relevant to the commission. Members of the public will be given an opportunity to speak to the item during the Regular Agenda portion of the meeting before the LCAB acts upon it. If the topic is a Staff Report item, members of the public should address the LCAB during this portion of the meeting; no public comment is accepted during the Staff Report portion of the meeting.

Anyone making comment during any portion of tonight's meeting should identify himself or herself and be recognized by the LCAB chairman. Please do not interrupt other speakers. Side conversations should be moved outside the Service Center Board Room. Please limit comments to no more than three minutes.

#### **Notice of Non-Discrimination**

The City of Loveland is committed to providing an equal opportunity for services, programs and activities and does not discriminate on the basis of disability, race, age, color, national origin, religion, sexual orientation or gender. For more information on non-discrimination or for translation assistance, please contact the City's Title VI Coordinator at [TitleSix@cityofloveland.org](mailto:TitleSix@cityofloveland.org) or 970-962-2372. The City will make reasonable accommodations for citizens in accordance with the Americans with Disabilities Act (ADA). For more information on ADA or accommodations, please contact the City's ADA Coordinator at [adacoordinator@cityofloveland.org](mailto:adacoordinator@cityofloveland.org) or 970-962-3319.

#### **Notificación en Contra de la Discriminación**

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The password to the public access wireless network (colquest) is accesswifi



**Commission Members Present:** Adam Auriemmo, David Hetrick, J.D. Walker, Paul Langfield, Ralph Trenery, Richard Bilancia, and Shane Mares

**Commission Members Absent:** Korey Streich

**Council Liaisons Present:** John Fogle

**Council Liaisons Absent:** Don Overcash and Dave Clark (Alternate)

**City Staff Members Present,** Brieana Reed-Harmel, Coreen Callahan, Joe Bernoksy, John Beckstrom, Joyce Robinson, Kim O'Field, Kim Reeves, Lindsey Johansen, Noah Cecil, Ryan Greene, and Steve Adams

**Guest Attendance:** Glen Atkin, Collin Garfield, and Paul Ferris

**CALL TO ORDER:** Paul Langfield called the meeting to order at 4:03 pm

**APPROVAL OF MINUTES:** Langfield asked for a motion to approve the minutes of the July 10, 2019 meeting.

**Motion:** Ralph Trenery made the motion

**Second:** Adam Auriemmo seconded the motion. The minutes were unanimously approved.

### REGULAR AGENDA

**Item 1: Interfund Loan from the Power Enterprise to the Municipal Fiber Enterprise Fund for Municipal Fiber Services**

1) To adopt a motion recommending that City Council approve the Interfund loan between the Power Enterprise Fund to the Municipal Fiber Enterprise Fund for Municipal Fiber Services. Adopt a motion

**Motion:** Ralph Trenery made the motion

**Second:** Vi Wickam seconded the motion. The motion was approved unanimously.

2) To adopt a motion recommending that City Council approve a supplemental budget and de-appropriation for the Power Enterprise Fund

**Motion:** J.D. Walker made the motion

**Second:** Shane Mares seconded the motion. The motion was approved unanimously.

3) To adopt a motion recommending that City Council approve a corresponding supplemental budget and appropriation for the Municipal Fiber Enterprise Fund

**Motion:** Richard Bilancia made the motion

**Second:** Adam Auriemmo seconded the motion. The motion was approved unanimously.

### STAFF REPORTS

**Item 2: Construction RFP Update – Kim Reeves**

Provided an update on the work being done to select a new contractor to provide the ongoing material procurement coordination, construction and installation, testing and completion of an outside plant fiber optic network.



Staff report only. No action required.

**Item: 3: Marketing and Outreach Update – Lindsey Johansen**

Provided an update on the outreach done since the last LCAB meeting on July 10, 2019

Staff report only. No action required.

**COMMISSION/COUNCIL REPORTS**

**Item 4: Commission/Council Reports**

- 1) Board members were reminded of the Board and Commissions appreciation event
- 2) Councilor Fogle discussed the recent City Council meeting
- 3) The City Manager gave an update of recent Loveland events

**DIRECTOR'S REPORT**

**Item 5: Director's Report – Joe Bernosky**

No additional information

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**ADJOURN** The meeting adjourned at 4:54 pm. The next LCAB Meeting will be September 11, 2019 at 4:00 pm.

Respectfully submitted,

Coreen Callahan  
Recording Secretary  
Loveland Communications Advisory Board



## AGENDA ITEM: 1

MEETING DATE: 9/11/2019  
SUBMITTED BY: Noah Cecil and Briana Reed-Harmel  
STAFF TITLE: Assistant City Attorney and Municipal Fiber Manager

### ITEM TITLE:

Items Related to the Delivery Pulse Services

### DESCRIPTION:

Staff seeks direction and points of discussion which will lead to the creation of recommendations in the development of Code Changes for Items related to the Delivery of Pulse Services.

### SUMMARY:

As work continues to develop the required City Code revisions to accommodate the addition of telecommunications services, Pulse staff is seeking policy guidance from the LCAB members with regard to Net Neutrality. Net Neutrality relates to the treatment of content, platforms, websites, and applications from different sources. Loveland has several options on this topic and seeks to have an open discussion of the direction and recommendation from LCAB for our community.

Items discussed today will be presented for recommendation with other code changes related to the delivery of Pulse services at a later meeting. At a high level, these items include the integration of communications services into Utility Billing functions (payment for services, shut-off, and delinquent payment procedures, violations of Code provisions, etc.), necessary taxes and fees, and rights to access and inspect the equipment. These revisions, clarifications, and additions are necessary for the City to accommodate the addition of telecommunications services to provide service to our community.

### RECOMMENDATION:

Staff seeks guidance in development of policy related to Net Neutrality for Pulse.



## AGENDA ITEM: 2

MEETING DATE: 9/11/2019  
SUBMITTED BY: Briana Reed-Harmel  
STAFF TITLE: Municipal Fiber Manager

### ITEM TITLE:

Update on IGA with Fort Collins and Estes Park

### DESCRIPTION:

This item will provide an update on the Intergovernmental Agreement with Fort Collins and Estes Park for a regional shared call center and network operations.

### SUMMARY:

A principal of the business model approved by City Council was to look for regional partnerships and ways to share resources with our neighboring cities that are also launching and offering broadband services to their communities. Pulse has already executed an IGA with Fort Collins (and Estes Park through a second IGA with Fort Collins) for regional sharing of long haul access and transport. The communities have also been continuing the conversation around shared call center support and shared network operations staff to increase coverage and depth. Staff will provide a high level update of the progress being made in this area.

### RECOMMENDATION:

Information only.



## AGENDA ITEM: 3

MEETING DATE: 9/11/2019  
SUBMITTED BY: Briana Reed-Harmel  
STAFF TITLE: Municipal Fiber Manager

### ITEM TITLE:

Commission and Council Report

### DESCRIPTION:

Discuss events that the Loveland Utility Commission Board members attended, special topics and any City Council items related to the Water and Power Department from the past month.

### CITY COUNCIL REPORT:

#### ***City Council Regular Meeting – August 20***

- Ordinance to Adopt the City of Loveland Wireless Communications Code as Title 14 and Amending portions of the Unified Development Code and Section 13.12.200
- Ordinance enacting a supplemental Budget and Appropriation to the 2019 budget for an Interfund loan to the Municipal Fiber Enterprise Fund and De-Appropriating the Budget from the Power Enterprise Fund– First Reading
- Ordinance Revising the Residential Water Rights Requirement for New Development with the City of Loveland – First Reading

#### ***City Council Study Session – August 27***

- 2019 Power Cost of Service Rate Study

#### ***City Council Regular Meeting – September 3***

- Ordinance Revising the Residential Water Rights Requirement for New Development with the City of Loveland – Second Reading
- Ordinance enacting a supplemental Budget and Appropriation to the 2019 budget for an Interfund loan to the Municipal Fiber Enterprise Fund and De-Appropriating the Budget from the Power Enterprise Fund– Second Reading
- Ordinance enacting a De-Appropriation from Municipal Fiber Fund 2019 Budget and a Supplemental Budget and Appropriation to the General Fund 2019 Budget for Utility Billing Personnel to Support Broadband – First Reading

#### ***City Council Study Session – September 10***

- Nothing of interest

### RECOMMENDATION:

Commission/Council report only.





# AGENDA ITEM: 4

MEETING DATE: 9/11/2019  
SUBMITTED BY: Brieana Reed-Harmel  
STAFF TITLE: Municipal Fiber Manager

### ITEM TITLE:

Division Manager’s Report

### DESCRIPTION:

Discuss events that the Manager attended, special topics and items directly related to the Broadband Project from the past month.

#### Construction Update:

The RFP for Outside Plant FTTP Construction closed on Thursday September 5, 2019. We received 5 responses from the following companies:

- TCS Communications, LLC
- ADB Companies
- Mastec
- Boyd-Hebdon – Miers Group
- Colorado Boring Co.

#### Marketing and Communications Update:

September 5, 2019 - Pulse was honored to bring home the 3CMA (City County Communications and Marketing Association) Savvy Award for Community Engagement and Outreach Communications Plan for our Let’s Talk Broadband campaign communications plan. We also won the Diamond Award for Communications and Marketing Processes which is a top Savvy award across all categories that recognizes the best of the best.



#### Media Summary:

8/12/2019	Greeley Tribune	<a href="#">Greeley’s city broadband exploration starts to take physical shape</a>
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Past Events:

- Loveland Business Appreciation Breakfast – September 5, 2019
- Loveland Boards & Commissions Appreciation Breakfast – September 9, 2019

Upcoming Events:

- Key Accounts Meeting – October 10, 2019

Social Media Growth Metrics:



Audience Growth Metrics	Totals	Total Followers % Change
<b>Total Followers</b>	<b>375</b>	<b>↗ 32.5%</b>
<b>Total Net Follower Growth</b>	<b>90</b>	
Twitter Net Follower Growth	14	↗ 35.9%
Facebook Net Fan Growth	60	↗ 47.3%
Instagram Net Follower Growth	16	↗ 14.2%

Total followers increased by

**▲ 32.5%**

since previous date range

**RECOMMENDATION:**

Staff report only.

