

CABLE EXHIBIT B

CUSTOMER SERVICE STANDARDS City of Albuquerque and Comcast of New Mexico, LLC

I. INTRODUCTION

The City of Albuquerque (“City” or “Franchising Authority”) has created the following Customer Service Standards (the “Standards”) for the Cable Operators providing Cable Service in the City. The purpose of the Standards is to establish uniform requirements for the quality of service that Cable Operators are expected to offer their customers in the City of Albuquerque. The Standards are subject to change from time to time. By accepting its franchise authority, the Cable Operator accepts its responsibility to comply with these Standards and applicable laws.

The Franchising Authority encourages the Cable Operator to exceed these Standards in their day-to-day operations and, as such, understands that the Cable Operator may modify their operations in exceeding these Standards.

The Standards incorporate the Customer Service Obligations published by the Federal Communications Commission (47 C.F.R. Section 76.309, April 1993, as amended).

The Standards require the Cable Operator in certain circumstances to post a security fund or letter of credit ensuring Customer Service. The security fund is to be used when the Cable Operator fails to respond to a citizen complaint that the Franchising Authority determines is valid and to provide a mechanism by which to impose remedies for noncompliance. It is the sincere hope and intention of the Franchising Authority that the security fund will never need to be drawn upon; however, the Franchising Authority believes that some enforcement measures are necessary.

II. CUSTOMER SERVICE STANDARDS

(A) Policy.

The Cable Operator should resolve citizen complaints without delay and, initially, without the involvement of the Franchising Authority.

Where a given complaint is not addressed by the Cable Operator to the citizen’s satisfaction, the Franchising Authority should intervene. In addition, where a pattern of unremedied complaints or noncompliance with the Standards is identified, the Franchising Authority should prescribe a cure and establish a reasonable deadline for implementation of the cure. If the noncompliance is not cured within established deadlines, monetary sanctions should be imposed to encourage compliance and deter future non-compliance.

These Standards are intended to be of general application and are expected to be met under Normal Operating Conditions; however, the Cable Operator shall be relieved of any obligations hereunder if it is unable to perform due to a region-wide natural emergency or in the event of force majeure affecting a significant portion of the franchise area. The Cable Operator

is free to exceed these Standards to the benefit of its Customers, and such shall be considered performance for the purposes of these Standards.

These Standards supersede any contradictory or inconsistent provision in federal, state or local law (Source: 47 U.S.C. § 552(a)(1) and (d)), provided, however, that any provision in federal, state or local law, or in any franchise renewal agreement that imposes a higher customer service or consumer protection obligation or requirement than is imposed by these Standards, either now or in the future, shall apply to the Cable Operator, supersede these Standards, and thus not be considered contradictory or inconsistent with these Standards. In the event of a conflict between these Standards and a Franchise Agreement, the Franchise Agreement shall control.

These Standards apply to the provision of any Cable Service provided by a Cable Operator over a Cable System within the City of Albuquerque.

(B) Definitions.

When used in these Customer Service Standards (the “Standards”), the following words, phrases, and terms shall have the meanings given below.

“Affiliate” shall mean any person or entity that owns or controls, is owned or controlled by, or under common ownership or control with a Cable Operator and which provides any Cable Service or Other Service.

“Applicable Law” means with respect to these standards and any Cable Operator’s privacy policies any statute, ordinance, judicial decision, executive order or regulation having the force and effect of law that determines the legal standing of a case or issue.

“Cable Operator” shall mean any person or group of persons (A) who provide Cable Service over a Cable System and directly or through one or more Affiliates owns a significant interest in such Cable System; or (B) who otherwise controls or is responsible for, through any arrangement, the management and operation of such a Cable System. Source: 47 U.S.C. § 522(5).

“Cable Service” shall mean (A) the one-way transmission to subscribers of (i) video programming, or (ii) other programming service, and (B) subscriber interaction, if any, which is required for the selection or use of such video programming or other programming service. Source: 47 U.S.C. § 522(6). For purposes of this definition, “video programming” is programming provided by or generally considered comparable to programming provided by a television broadcast station. Source: 47 U.S.C. § 522(20). “Other programming service” is information that a Cable Operator makes available to all subscribers generally. Source: 47 U.S.C. § 522(14).

“Cable System” shall mean a facility consisting of a set of closed transmission paths and associated signal generation, reception, and control equipment that is designed to provide Cable Service which includes video programming and which is provided to multiple subscribers within a community, but such term does not include (A) a facility that serves only to retransmit the

television signals of one or more television broadcast stations, or (B) a facility that serves subscribers without using any public right-of-way. Source: 47 U.S.C. § 522(7).

“City” shall mean the City of Albuquerque, New Mexico.

“Contractor” shall mean a person or entity that agrees by contract to furnish materials or perform services for another at a specified consideration.

“Customer” shall mean any person who elects to subscribe to, for any purpose, Cable Service provided by the Cable Operator by means of or in connection with the Cable System and whose premises are physically wired and lawfully Activated to receive Cable Service from the Cable Operator’s Cable System.

“Customer Service Representative” (or “CSR”) shall mean any person employed with or under contract or subcontract to a Cable Operator to assist or provide service to customers, whether by telephone, writing service or installation orders, answering customers’ questions in person, receiving and processing payments, or performing any other customer service-related tasks.

“Escalated Complaint” shall mean a complaint that is referred to a Cable Operator by the Franchising Authority.

“Franchising Authority” shall mean the City of Albuquerque.

“Necessary” shall mean required or indispensable.

“Non-Cable-Related Purpose” shall mean any purpose that is not necessary to render or conduct a legitimate business activity related to a Cable Service or Other Service provided by a Cable Operator to a Customer. Market research, telemarketing, and other marketing of services or products that are not related to a Cable Service or Other Service provided by a Cable Operator to a Customer shall be considered Non-Cable-Related Purposes.

“Normal Business Hours” shall mean those hours during which most similar businesses in the community are open to serve customers. In all cases, “Normal Business Hours” must include at least six (6) evening hours per week and include six (6) weekend hours. Source: 47 C.F.R. § 76.309.

“Normal Operating Conditions” shall mean those service conditions which are within the control of a Cable Operator. Conditions which are not within the control of a Cable Operator include but are not necessarily limited to natural disasters, civil disturbances, power outages, telephone network outages, and severe or unusual weather conditions. Conditions which are ordinarily within the control of a Cable Operator include but are not necessarily limited to special promotions, pay-per-view events, rate increases, regular peak or seasonal demand periods and maintenance or upgrade to the Cable System.

“Other Service(s)” shall mean any wire or radio communications service provided using any of the facilities of a Cable Operator that are used in the provision of Cable Service.

“Personally Identifiable Information” shall mean specific information about an identified Customer, including but not limited to a Customer’s (a) login information for the use of Cable Service and management of a Customer’s Cable Service account, (b) extent of viewing of video programming or Other Services, (c) shopping choices, (d) interests and opinions, (e) energy uses, (f) medical information, (g) banking data or information, or (h) any other personal or private information. “Personally Identifiable Information” shall not mean any aggregate information about Customers which does not identify particular persons or information gathered by a Cable Operator necessary to install, repair or service equipment or Cable System facilities at a Customer’s premises.

“Service Interruption” or “Interruption” shall mean the loss or substantial impairment of picture and/or sound on one or more cable television channels.

“Service Outage” or “Outage” shall mean a loss or substantial impairment in reception on all channels.

“Subcontractor” shall mean a person or entity that enters into a contract to perform part or all of the obligations of another’s contract.

“Writing” or “Written” as the term applies to notification shall include electronic communications.

Any terms not specifically defined in these Standards shall be given their ordinary meaning, or where otherwise defined in applicable federal law, such terms shall be interpreted consistent with those definitions.

III. CUSTOMER SERVICE

(A) Courtesy.

Cable Operator employees, Contractors and Subcontractors shall be courteous, knowledgeable and helpful and shall provide effective and satisfactory service in all contacts with customers.

(B) Accessibility – Local Service Centers and Telephone Access.

(1) A Cable Operator shall provide customer service centers/business offices (“Service Centers”) which are conveniently located and which are open during Normal Business Hours. Service Centers shall be fully staffed with Customer Service Representatives offering the following services to Customers who come to the Service Center: bill payment, equipment exchange, processing of change of service requests, and response to Customer inquiries and requests.

Unless otherwise requested by the Franchising Authority, a Cable Operator shall post a sign at each Service Center, visible from the outside of the Service Center, advising Customers of its hours of operation and of the telephone number at which to contact the Cable Operator if the Service Center is not open at the times posted.

The Cable Operator shall use commercially reasonable efforts to implement and promote “self-help” tools and technology in order to respond to the growing demand of Customers who wish to interact with the Cable Operator on the Customer’s own terms and timeline and at their own convenience, without having to travel to a Service Center. Without limitation, examples of self-help tools or technology may include providing self-installation kits to Customers upon request; pre-paid mailers for the return of equipment upon Customer request; an automated phone option for Customer bill payments; and equipment exchanges at a Customer’s residence in the event of damaged equipment. A Cable Operator shall provide free exchanges of faulty equipment at the Customer’s address if the equipment has not been damaged in any manner due to the fault or negligence of the Customer.

(2) A Cable Operator shall maintain local telephone access lines that shall be available twenty-four (24) hours a day, seven (7) days a week for service/repair requests and billing/service inquiries.

(3) A Cable Operator shall have dispatchers and technicians on call twenty-four (24) hours a day, seven (7) days a week, including legal holidays.

(4) If a Customer service telephone call is answered with a recorded message providing the Customer with various menu options to address the Customer’s concern, the recorded message must provide the Customer the option to connect to and speak with a CSR within sixty (60) seconds of the commencement of the recording. During Normal Business Hours, a Cable Operator shall retain sufficient CSRs and telephone line capacity to ensure that telephone calls to technical service/repair and billing/service inquiry lines are answered by a CSR within thirty (30) seconds or less from the time a Customer chooses a menu option to speak directly with a CSR or chooses a menu option that pursuant to the automated voice message leads to a direct connection with a CSR. Under Normal Operating Conditions, this thirty (30) second telephone answer time requirement standard shall be met no less than ninety (90%) percent of the time, measured quarterly.

(5) Under Normal Operating Conditions, a Customer shall not receive a busy signal more than three percent (3%) of the time. This standard shall be met ninety (90%) percent or more of the time, measured quarterly.

(C) Responsiveness Related to Installations, Service Outages and Interruptions, Service Appointments, Signal Quality, Billing, and Problem-Resolution.

(1) Guaranteed Seven-Day Residential Installation

(a) A Cable Operator shall complete all standard residential installations or modifications to service requested by Customers within seven (7) business days after the order is placed, unless a later date for installation is requested. “Standard” residential installations are those located up to one hundred twenty five (125) feet from the existing distribution system. If the Customer requests a nonstandard residential installation, or the Cable Operator determines that a nonstandard residential installation is required, the Cable Operator shall provide the Customer in advance with a total installation cost estimate and an estimated date of completion.

(b) All underground cable drops to the home shall be buried at a depth of no less than twelve inches (12”), or such other depth as may be required by the Franchise Agreement or local code provisions, or if there are no applicable Franchise or code requirements, at such other depths as may be agreed to by the parties if other construction concerns preclude the twelve (12) inch requirement, and within no more than one calendar week from the initial installation, or at a time mutually agreed upon between the Cable Operator and the Customer.

(2) Residential Installation and Service Appointments

(a) The “appointment window” alternatives for specific installations, service calls, and/or other installation activities will be either a specific time or, at a maximum, a four (4) hour time block between the hours of 8:00 a.m. and 6:00 p.m., six (6) days per week. Notwithstanding the four (4) hour appointment window, the Cable Operator acknowledges that it currently offers a two (2) hour appointment window and may, in its sole discretion change such offering. Cable Operator and the Franchising Authority agree that the Cable Operator shall not be subject to penalties for its failure to comply with any appointment window less than four (4) hours. A Cable Operator may schedule service calls and other installation activities outside of the above days and hours for the express convenience of Customers. For purposes of this subsection “appointment window” means the period of time in which the representative of the Cable Operator must arrive at the Customer’s location.

(b) A Cable Operator may not cancel an appointment with a Customer after the close of business on the business day prior to the scheduled appointment unless the Customer’s issue has otherwise been resolved.

(c) If a Cable Operator is running late for an appointment with a Customer and will not be able to keep the appointment as scheduled, the Cable Operator shall take reasonable efforts to contact the customer promptly, thirty (30) minutes before the start of the appointment. The appointment will be rescheduled, as necessary, at a time that is convenient to the customer, within Normal Business Hours or as may be otherwise agreed to between the Customer and the Cable Operator.

(d) A Cable Operator shall be deemed to have responded to a request for service under the provisions of this section when a technician arrives within the agreed upon time and, if the Customer is absent when the technician arrives, the technician leaves written notification of arrival and return time and a copy of that notification is kept by the Cable Operator. In such circumstances, the Cable Operator shall contact the Customer within forty-eight (48) hours.

(3) Residential Service Outages and Other Interruptions.

(a) In the event of system outages resulting from Cable Operator equipment failure, the Cable Operator shall correct such failure within (two) 2 hours after the third (3rd) Customer call is received.

(b) All other Service interruptions resulting from Cable Operator equipment failure shall be corrected by the Cable Operator by the end of the next calendar day.

(c) Records of Complaints.

(i) A Cable Operator shall keep an accurate and comprehensive file of any complaints regarding the Cable System or its operation of the Cable System, in a manner consistent with the privacy rights of Customers, and the Cable Operator's actions in response to those complaints. These files shall remain available for viewing by the Franchising Authority during Normal Business Hours at the Cable Operator's business office and shall be retained by the Cable Operator for a period of at least three (3) years.

(ii) Upon written request, a Cable Operator shall provide the Franchising Authority an executive summary quarterly, which shall include information concerning Customer complaints referred by the Franchising Authority to the Grantee and any other requirements of a Franchise Agreement but no personally identifiable information. These summaries shall be provided within fifteen (15) days after the end of each quarter. Once a request is made, it need not be repeated, and quarterly executive summaries shall be provided by the Cable Operator until notified in writing by the Franchising Authority that such summaries are no longer required. The information and data required in this quarterly executive summary shall substantially conform to the Quarterly Executive Summary-City of Albuquerque Referred Escalated Complaints, Report Form, attached as Exhibit A to these Customer Service Standards.

(iii) Upon written request, a summary of service requests, identifying the number and nature of the requests and their disposition, shall also be completed by the Cable Operator for each quarter and submitted to the Franchising Authority by the fifteenth (15th) day of the month after each calendar quarter. Once a request is made, it need not be repeated, and quarterly summaries of service requests shall be provided by the Cable Operator until notified in Writing by the Franchising Authority that such summaries are no longer required. Complaints shall be broken out by the nature of the complaint and the type of Cable Service subject to the complaint. Quarterly reports shall substantially conform to the Quarterly Executive Summary-Escalated Complaints, Report Form, attached as Exhibit A to these Customer Service Standards.

(d) Records of Service Interruptions and Outages. A Cable Operator shall maintain records of all outages and reported Service interruptions. Such records shall indicate the type of Cable Service interrupted, including the reasons for the interruptions. A log of all service interruptions shall be maintained and provided to the Franchising Authority quarterly, upon written request, within fifteen (15) days after the end of each quarter. Such records shall be submitted to the Franchising Authority with the records identified in Section 3. (c)(ii) and 3(c)(iii) above if so requested in Writing and shall be retained by the Cable Operator for a period of three (3) years.

(e) All Cable Service outages and interruptions for any cause beyond the control of the Cable Operator shall be corrected within thirty-six (36) hours, after the conditions beyond its control have been corrected.

(4) TV Reception.

(a) A Cable Operator shall provide clear television reception that meets or exceeds technical standards established by the United States Federal Communications Commission (the "FCC"). A Cable Operator shall render efficient service, make repairs promptly, and interrupt service only for good cause and for the shortest time possible. Scheduled interruptions shall be preceded by notice and shall occur during periods of minimum use of the system, preferably between midnight and six a.m. (6:00 a.m.).

(b) If a Customer experiences poor video or audio reception attributable to a Cable Operator's equipment, the Cable Operator shall:

- (i) Assess the problem within one (1) day of notification;
- (ii) Communicate with the Customer regarding the nature of the problem and the expected time for repair;
- (iii) Complete the repair within two (2) days of assessing the problem unless circumstances exist that reasonably requires additional time.

(c) If an appointment is necessary to address any video or audio reception problem, the Customer may choose a block of time described in subsection III(C)(2) (a). At the Customer's request, the Cable Operator shall repair the problem at a later time convenient to the Customer, during Normal Business Hours or at such other time as may be agreed to by the Customer and Cable Operator. A Cable Operator shall maintain periodic communications with a Customer during the time period in which problem ascertainment and repair are ongoing so that the Customer is advised of the status of the Cable Operator's efforts to address the problem.

(5) Problem Resolution.

A Cable Operator's customer service representatives shall have the authority to provide credit for interrupted service, to waive fees, to schedule service appointments and to change billing cycles, where appropriate. Any difficulties that cannot be resolved by the CSR shall be referred to the appropriate supervisor who shall contact the Customer within four (4) hours and resolve the problem within forty eight (48) hours or within such other time frame as is acceptable to the Customer and the Cable Operator.

(6) Billing, Credits, and Refunds.

(a) Rates, prices and rate increases for services shall be billed in strict compliance with these standards and federal and state laws, including but not limited to: the customer service obligations found at 47 C.F.R. Section 76.309; the notice requirements found at 47 C.F.R. Sections 76-1601 through 76.1630 and in these Standards; Negative Option Billing protections found at 47 C.F.R. Section 76.981; and prohibitions of unfair trade practices found in state and federal law and guides against bait advertising found at 16 C.F.R. Part 238, as applicable.

(b) In addition to other options for payment of a Customer's service bill, a Cable Operator shall make available a telephone payment option where a Customer

without account irregularities can enter payment information through an automated system without the necessity of speaking to a CSR.

(c) Customers shall have at least twenty (20) days from the statement billing date until the payment due date which shall be listed on Customer bills. Customers with delinquent accounts may receive a bill that shows prior amounts billed as past due; however, the current portion of that bill shall not be considered delinquent until twenty (20) days from the date of the statement billing date have elapsed. If a Customer's service bill is not paid within that period of time, the Cable Operator may apply an administrative fee to the Customer's account. Upon request from the Franchising Authority, the Cable Operator shall supply information disclosing the average costs incurred by the Cable Operator in attempting to collect the past-due payment in accordance with Applicable Law. If the Customer's service bill is not paid within forty-five (45) days of the beginning date of the applicable service period, the Cable Operator may perform a "soft" disconnect of the Customer's service. If a Customer's service bill is not paid within fifty-two (52) days of the beginning date of the applicable service period, the Cable Operator may disconnect the Customer's service, provided it has provided two (2) weeks' notice to the Customer that such disconnection may result, which notice must include a notice of the Customer's right to cure the delinquency and provided that the Cable Operator and Customer have not entered into any settlement agreement for the payment of undisputed arrearages.

(d) The Cable Operator shall issue a credit or refund to a Customer within 30 days after determining the Customer's entitlement to a credit or refund.

(e) Whenever the Cable Operator offers any promotional or specially priced service(s), its promotional materials shall clearly identify and explain the specific terms of the promotion, including but not limited to the manner in which any payment credit will be applied, the number of months during which the promotional rates will apply, and notice that the Customer's rates may increase at the time the promotion expires.

(7) Treatment of Property.

To the extent that a Franchise Agreement does not contain the following procedures for treatment of property, Operator shall comply with the procedures set forth in this Section.

(a) A Cable Operator shall keep tree trimming to a minimum; trees and shrubs or other landscaping that are damaged by a Cable Operator, any employee or agent of a Cable Operator during installation or construction shall be restored to their prior condition or replaced within seven (7) days unless seasonal conditions require a longer time, in which case such restoration or replacement shall be made within seven (7) days after conditions permit. Trees and shrubs on private property shall not be removed without the prior permission of the owner or legal tenant of the property on which they are located. This provision shall be in addition to and shall not supersede any requirement in any franchise agreement.

(b) A Cable Operator shall at its own cost and expense, and in a manner approved by the property owner and the Franchising Authority, restore any private property to as good condition as before the work causing such disturbance was initiated. A Cable Operator shall repair, replace or compensate a property owner for any damage resulting

from the Cable Operator's installation, construction, service or repair activities. If compensation is requested by the customer for damage caused by any Cable Operator activity, the Cable Operator shall reimburse the property owner one hundred percent (100%) of the actual cost of the damage.

(c) Except in the case of an emergency involving public safety or service interruption to a large number of customers, a Cable Operator shall give reasonable notice to property owners or legal tenants prior to entering upon private premises, and the notice shall specify the work to be performed; provided that in the case of construction operations such notice shall be delivered or provided at least twenty-four (24) hours prior to entry, unless such notice is waived by the customer. For purposes of this subsection, "reasonable notice" shall be considered:

(i) For pedestal installation or similar major construction, seven (7) days.

(ii) For routine maintenance, such as adding or dropping service, tree trimming and the like, reasonable notice given the circumstances. Unless a Franchise Agreement has a different requirement, reasonable notice shall require, at a minimum, prior notice to a property owner or tenant before entry is made onto that person's property.

(iii) For emergency work a Cable Operator shall attempt to contact the property owner or legal tenant in person and shall leave a door hanger notice in the event personal contact is not made. Door hangars must describe the issue and provide contact information where the property owner or tenant can receive more information about the emergency work.

Nothing herein shall be construed as authorizing access or entry to private property or any other property where such right to access or entry is not otherwise provided by law.

(d) Cable Operator personnel shall clean all areas surrounding any work site and ensure that all cable materials have been disposed of properly.

(D) Services for Customers with Disabilities.

(1) For any customer with a disability, a Cable Operator shall deliver and pick up equipment at customers' homes at no charge unless the malfunction was caused by the actions of the customer. In the case of malfunctioning equipment, the technician shall provide replacement equipment, hook it up and ensure that it is working properly, and shall return the defective equipment to the Cable Operator.

(2) A Cable Operator shall provide either TTY, TDD, TYY, VRS service or other similar service that is in compliance with the Americans With Disabilities Act and other Applicable Law, with trained operators who can provide to any hearing-impaired Customer, at no charge, every type of assistance rendered by the Cable Operator's customer service representatives. A Cable Operator shall provide use of a remote control unit to mobility-impaired Customers (if disabled, in accordance with subsection (D)(3)).

(3) Any Customer with a disability may request the special services described above by providing a Cable Operator with a letter from the Customer's physician stating the need, or by making the request to the Cable Operator's installer or service technician where the need for the special services can be visually confirmed.

(E) Cable Services Information and Notice.

(1) Information and Notice at the Start of Services. Upon the start of service, at least annually, and at any time a Customer or prospective Customer may request, a Cable Operator shall provide the following information in clear, concise written form, including on the Cable Operator's website (and in Spanish when requested by the Customer):

(a) Products and services offered by the Cable Operator, including its channel lineup for each tier of service and the effective date of the lineup;

(b) The Cable Operator's complete range of service options and the prices for these services including rates by tier, bundled packages, equipment rentals, late fees, broadcast TV fee, regional sports fee, service protection plan fees, other miscellaneous fees and the effective date of the rates for such prices and fees.;

(c) The Cable Operator's billing, collection and disconnection policies, including a sample bill;

(d) The Cable Operator's policies on installation, maintenance, and repairs; instruction on how to use the Cable Service; and any equipment education program information as mandated by the FCC;

(e) All applicable complaint procedures, including complaint forms and the telephone numbers and mailing addresses of the Cable Operator and the FCC;

(f) Use and availability of parental control/lock-out device;

(g) Special services for Customers with disabilities; and

(h) Days, times of operation, and locations of the service centers

(2) Access to Standards. Within sixty (60) days after written request from the Franchising Authority, Grantee shall place the Franchising Authority's phone number and/or website URL on its Customers' bills to identify where a Customer may call to address escalated complaints or obtain a copy of these Standards.

If acceptable to a Customer, Cable Operator may fulfill Customer requests for any of the information listed in this Section by making the requested information available electronically, such as on a website or by electronic mail.

(3) Termination of Services. In the event of a customer-initiated termination, the Cable Operator shall provide Customers who are terminating services with written instructions on how to return company equipment with conspicuous notice that if the equipment

is not returned within ten (10) days from the receipt of these instructions, the Customer may be responsible for equipment charges after the termination date. In the event of a company-initiated disconnection, the Cable Operator shall not disconnect service for non-payment of a delinquent account unless it delivers a notice of the right to cure the delinquency.

(4) Annual Customer Reviews with Franchising Authority. Upon written request, a Cable Operator shall meet annually with the Franchising Authority to review the format of the Cable Operator's bills to Customers. Whenever the Cable Operator makes substantial changes to its billing format, it will contact the Franchising Authority at least thirty (30) days prior to the time such changes are to be effective in order to inform the Franchising Authority of such changes.

(5) Copies. Copies of notices provided to the Customer in accordance with subsection 5 below shall be filed (by fax or email acceptable) concurrently with the Franchising Authority.

(6) Changes in Rates and Services. A Cable Operator shall provide Customers with written notification of any change in rates for nondiscretionary Cable Services, for service tier changes that result in a deletion of programming from a Customer's service tier, and changes in channel positions at least thirty (30) days before the effective date of change where such changes are within the Cable Operator's control. For purposes of this subsection, "nondiscretionary" means the subscribed tier and any other Cable Services that a Customer has subscribed to at the time the change in rates is announced by the Cable Operator. For rate changes, written notice shall include the precise amount of the change; the cause of the rate change; and options for changing services; and for channel changes, written notice shall include separate identification of the channels added or deleted.

(7) Basic Tier Availability. The Cable Operator shall include the availability of basic tier services in information made available to current or prospective Customers. The Cable Operator shall also provide the Franchising Authority with its Schedule of Cable Services and Rates whenever the Schedule has changed, but at least annually if the Cable Operator has not implemented new rates within the year, and the effective date of any new rates. The Franchising Authority will post the Schedule of Services and Rates with the effective date of each of the Rates on the Franchising Authority's cable television services webpages.

(8) All officers, agents, and employees of the Cable Operator or its Contractors or Subcontractors who are in personal contact with Customers and/or when working on public property shall wear on their outer clothing identification cards bearing their name and photograph and identifying them as representatives of the Cable Operator. The Cable Operator shall account for all identification cards at all times. Every vehicle of the Cable Operator shall be clearly visually identified to the public as working for the Cable Operator. Whenever a Cable Operator work crew is in personal contact with Customers or public employees, a supervisor must be able to communicate clearly with the Customer or public employee. Every vehicle of a Subcontractor or Contractor shall be labeled with the name of the Contractor and further identified as contracting or subcontracting for the Cable Operator.

(9) Each CSR, technician or employee of the Cable Operator in contact with a Customer shall state the estimated cost of the service, repair, or installation orally prior to delivery of the service or before any work is performed, and shall provide the Customer with an oral statement of the total charges before terminating the telephone call or before leaving the location at which the work was performed. A written estimate of the charges shall be provided to the Customer before the actual work is performed.

(F) Customer Privacy.

(1) Cable Customer Privacy. In addition to complying with the requirements in this subsection, a Cable Operator shall fully comply with all obligations under 47 U.S.C. Section 551.

(2) Collection and Use of Personally Identifiable Information.

(a) A Cable Operator shall not use the Cable System to collect, monitor or observe Personally Identifiable Information without the prior affirmative written or electronic consent of the Customer unless and only to the extent that such information is: (i) used to detect unauthorized reception of cable communications, or (ii) necessary to render a Cable Service or Other Service provided by the Cable Operator to the Customer and as otherwise authorized by Applicable Law.

(b) A Cable Operator shall take such actions as are necessary using then-current industry standard practices to prevent any Affiliate from using the facilities of the Cable Operator in any manner, including but not limited to sending data or other signals through such facilities, to the extent such use will permit an Affiliate unauthorized access to Personally Identifiable Information on equipment of a Customer (regardless of whether such equipment is owned or leased by the Customer or provided by a Cable Operator) or on any of the facilities of the Cable Operator that are used in the provision of Cable Service. This subsection (F)(2)(b) shall not be interpreted to prohibit an Affiliate from obtaining access to Personally Identifiable Information to the extent otherwise permitted by this subsection (F).

(c) A Cable Operator shall take such actions as are necessary using then-current industry standard practices to prevent a person or entity (other than an Affiliate) from using the facilities of the Cable Operator in any manner, including but not limited to sending data or other signals through such facilities, to the extent such use will permit such person or entity unauthorized access to Personally Identifiable Information on equipment of a Customer (regardless of whether such equipment is owned or leased by the Customer or provided by a Cable Operator) or on any of the facilities of the Cable Operator that are used in the provision of Cable Service.

(3) Disclosure of Personally Identifiable Information. A Cable Operator shall not disclose Personally Identifiable Information without the prior affirmative written or electronic consent of the Customer, unless otherwise authorized by Applicable Law.

(a) A minimum of thirty (30) days prior to making any disclosure of Personally Identifiable Information of any Customer for any Non-Cable related purpose as provided in this subsection (F)(3)(a) where such Customer has not previously been provided the

notice and choice provided for in subsection III(F)(9), the Cable Operator shall notify each Customer (that the Cable Operator intends to disclose information about) of the Customer's right to prohibit the disclosure of such information for Non-Cable related purposes. The notice to Customers may refer the Customer to his or her options to state a preference for disclosure or nondisclosure of certain information, as provided in subsection III(F)(9).

(b) A Cable Operator may disclose Personally Identifiable Information only to the extent that it is necessary to render or conduct a legitimate business activity related to, a Cable Service or Other Service provided by the Cable Operator to the Customer.

(c) To the extent authorized by Applicable Law, a Cable Operator may disclose Personally Identifiable Information pursuant to a subpoena, court order, warrant or other valid legal process authorizing such disclosure.

(4) Access to Information. Any Personally Identifiable Information collected and maintained by a Cable Operator shall be made available for Customer examination within thirty (30) days of receiving a request by a Customer to examine such information about himself or herself at the local offices of the Cable Operator or other convenient place within the Franchising Authority designated by the Cable Operator, or electronically such as over a website. Upon a reasonable showing by the Customer that such Personally Identifiable Information is inaccurate, a Cable Operator shall correct such information.

(5) Privacy Notice to Customers.

(a) A Cable Operator shall annually mail or provide a separate, written or electronic copy of the privacy statement to Customers consistent with 47 U.S.C. Section 551(a)(1) and shall provide the Customer a copy of such statement at the time the Cable Operator enters into an agreement with the Customer to provide Cable Service. The written notice shall be in a clear and conspicuous format, which at a minimum shall be in a comparable font size to other general information provided to Customers about their account as it appears on either paper or electronic Customer communications.

(b) In or accompanying the statement required by subsection (F)(5)(a), a Cable Operator shall state substantially the following message regarding the disclosure of Customer information: "Unless a Customer affirmatively consents electronically or in Writing to the disclosure of personally identifiable information, any disclosure of personally identifiable information for purposes other than to the extent necessary to render, or conduct a legitimate business activity related to, a Cable Service or Other Service, is limited to:

(i) "Disclosure pursuant to valid legal process authorized by Applicable Law.

(ii) "Disclosure of the name and address of a Customer subscribing to any general programming tiers of service and other categories of Cable Services provided by the Cable Operator that do not directly or indirectly disclose: (A) A Customer's extent of viewing of a Cable Service or Other Service provided by the Cable Operator; (B) The extent of any other use by a Customer of a Cable Service; (C) The nature of any transactions made by a Customer over the Cable System; or (D) The nature of programming that a Customer

subscribes to or views (i.e., a Cable Operator may only disclose the fact that a person subscribes to a general tier of service, or a package of channels with the same type of programming), provided that with respect to the nature of websites subscribed to or viewed, these are limited to websites accessed by a Customer in connection with programming available from their account for Cable Services.”

The notice shall also inform the Customers of their right to prohibit the disclosure of their names and addresses in accordance with subsection (F) (3). If a Customer exercises his or her right to prohibit the disclosure of name and address as provided in subsection (F)(3) or this subsection, such prohibition against disclosure shall remain in effect unless and until the Customer subsequently changes their disclosure preferences as described in subsection (F)(9) below.

(6) Privacy Reporting Requirements. The Cable Operator shall include in its regular periodic reports to the Franchising Authority required by its Franchise Agreement information summarizing:

(a) The type of Personally Identifiable Information that was actually collected or disclosed by Cable Operator during the reporting period.

(b) For each type of Personally Identifiable Information collected or disclosed, a statement from an authorized representative of the Cable Operator certifying that the Personally Identifiable Information collected or disclosed was: (A) collected or disclosed to the extent Necessary to render or conduct a legitimate business activity related to a Cable Service or Other Service provided by the Cable Operator; (B) used to the extent Necessary to detect unauthorized reception of cable communications; (C) disclosed pursuant to valid legal process authorized by Applicable Law; or (D) a disclosure of Personally Identifiable Information of particular subscribers, but only to the extent affirmatively consented to by such subscribers in Writing or electronically, or as otherwise authorized by Applicable Law.

(c) The standard industrial classification (SIC) codes or comparable identifiers pertaining to any entities to whom such Personally Identifiable Information was disclosed, except that a Cable Operator need not provide the name of any court or governmental entity to which such disclosure was made pursuant to valid legal process authorized by Applicable Law.

(d) The general measures that have been taken to prevent the unauthorized access to Personally Identifiable Information by a person other than the Customer or the Cable Operator. A Cable Operator shall meet with Franchising Authority if requested to discuss technology used to prohibit unauthorized access to Personally Identifiable Information by any means.

(7) Nothing in this subsection III(F) shall be construed to prevent the Franchising Authority from obtaining Personally Identifiable Information to the extent not prohibited by Section 631 of the Communications Act, 47 U.S.C. Section 551, and Applicable Laws.

(8) Destruction of Personally Identifiable Information. A Cable Operator shall destroy any Personally Identifiable Information if the information is no longer necessary for the purpose for which it was collected and there are no pending requests or orders for access to such information under subsection 4 of this subsection III(F), pursuant to a court order or other valid legal process, or pursuant to Applicable Law.

(9) Notice and Choice for Customers. The Cable Operator shall at all times make available to Customers one or more methods for Customers to use to prohibit or limit disclosures, or permit or release disclosures, as provided for in this subsection III(F). These methods may include, for example, online website “preference center” features, automated toll-free telephone systems, live toll-free telephone interactions with customer service agents, in-person interactions with customer service personnel, regular mail methods such as a postage paid, self-addressed post card, an insert included with the Customer’s monthly bill for Cable Service, the privacy notice specified in subsection III(F)(5), or such other comparable methods as may be provided by the Cable Operator. Website “preference center” features shall be easily identifiable and navigable by Customers and shall be in a comparable size font as other billing information provided to Customers on a Cable Operator’s website. A Customer who provides the Cable Operator with permission to disclose Personally Identifiable Information through any of the methods offered by a Cable Operator shall be provided follow-up notice, no less than annually, of the Customer’s right to prohibit these disclosures and the options for the Customer to express his or her preference regarding disclosures. Such notice shall, at a minimum, be provided by an insert in the Cable Operator’s bill (or other direct mail piece) to the Customer or a notice or message printed on the Cable Operator’s bill to the Customer, and on the Cable Operator’s website when a Customer logs in to view his or her Cable Service account options. The form of such notice shall also be provided on an annual basis to the Franchising Authority. These methods of notification to Customers may also include other comparable methods as submitted by the Cable Operator and approved by the Franchising Authority, in its reasonable discretion.

(G) Safety.

A Cable Operator shall install and locate its facilities, Cable System, and equipment in compliance with all federal, state, local, and company safety standards, and in such manner as shall not unduly interfere with or endanger persons or property. Whenever a Cable Operator receives notice that an unsafe condition exists with respect to its equipment, the Cable Operator shall investigate such condition immediately and shall take such measures as are necessary to remove or eliminate any unsafe condition.

(H) Cancellation of New Services.

In the event that a new Customer requests installation of Cable Service and is dissatisfied with their initial Cable Service, and provided that the Customer so notifies the Cable Operator of their dissatisfaction within thirty (30) days of initial installation, then such Customer can request disconnection of Cable Service within thirty (30) days of initial installation, and the Cable Operator shall provide a credit to the Customer’s account consistent with this Section. The Customer will be required to return all equipment in good working order; provided such equipment is returned in such order, then the Cable Operator shall refund the monthly recurring

fee for the new Customer's first thirty (30) days of Cable Service and any charges paid for installation. This provision does not apply to existing Customers who request upgrades to their Cable Service, to discretionary Cable Service such as PPV or movies and/or other video content purchased and viewed On Demand, or to Customer moves and/or transfers of Cable Service. The service credit shall be provided in the next billing cycle.

IV. COMPLAINT PROCEDURE

(A) Complaints to a Cable Operator.

(1) A Cable Operator shall establish written procedures for receiving, acting upon, and resolving Customer complaints and crediting Customer accounts and shall have such procedures printed and disseminated at the Cable Operator's sole expense, consistent with Section III(E)(1)(e) of these Standards.

(2) Said written procedures shall prescribe a simple manner in which any Customer may submit a complaint by telephone or in writing to a Cable Operator that it has violated any provision of these Standards, any terms or conditions of the Customer's contract with the Cable Operator, or reasonable business practices. If a representative of the Franchising Authority notifies the Cable Operator of a Customer complaint that has not previously been made by the Customer to the Cable Operator, the complaint shall be deemed to have been made by the Customer as of the date of the Franchising Authority's notice to the Cable Operator.

(3) At the conclusion of the Cable Operator's investigation of a Customer complaint, but in no more than ten (10) calendar days after receiving the complaint, the Cable Operator shall notify the Customer of the results of its investigation and its proposed action or credit.

(4) A Cable Operator shall also notify the Customer in Writing of the Customer's right to file a complaint with the Franchising Authority in the event the Customer is dissatisfied with the Cable Operator's decision, and shall thoroughly explain the necessary procedures and time limitations for filing such complaint with the Franchising Authority. The written notification shall be in an easily readable font.

(5) A Cable Operator shall immediately report to the Franchising Authority all Customer Escalated complaints that it does not find valid.

(6) A Cable Operator's complaint procedures shall be filed with the Franchising Authority prior to implementation and not later than thirty (30) days after the Cable Operator signs the acceptance of its franchise agreement and, thereafter, no later than 30 days after the Cable Operator implements any changes to its complaint procedures.

(B) Complaints to the Franchising Authority.

(1) Any Customer with a complaint about billing or services, or who is otherwise dissatisfied with any proposed decision of the Cable Operator, or who has not received a decision within the time period set forth above may file a complaint with the Franchising Authority through its cable compliance office.

(2) The Customer may initiate the complaint either by calling the Franchising Authority's cable compliance office or by filing a written complaint together with the Cable Operator's written decision, if any.

(3) At the next scheduled meeting of the cable board, the Customer may present the complaint, the Customer's proposed resolution, and any evidence supporting the proposed resolution. The Cable Operator may also present its proposed resolution and evidence in support of the same.

(4) The cable board shall:

(a) If it decides that further evidence is warranted, require the Cable Operator and the Customer to submit, within ten (10) days, a written statement of the facts and arguments in support of their respective positions. The Cable Operator and the Customer shall produce any additional evidence, including any reports from the Cable Operator, which the Franchising Authority may deem necessary to an understanding and determination of the complaint;

(b) Encourage the Cable Operator and Customer to reach a mutually agreeable resolution;

(c) If the Cable Operator and Customer are unable to reach a mutually agreeable resolution, then the cable board shall provide:

(i) An advisory report to the Mayor with a copy to the Franchising Authority's cable compliance office on the disputed issues, the board's conclusions as to whether the Cable Operator's actions were in compliance or violation of federal law and/or local law, including this Ordinance and the Franchise Agreement, and recommendations. A copy of this report shall also be sent at the same time to the Cable Operator and Customer.

(C) Security Fund or Letter of Credit.

A Cable Operator shall comply with the Franchise Agreement regarding letters of credit. If a Franchise Agreement is silent on letter of credit the following shall apply:

(1) Within thirty (30) days of the written notification to a Cable Operator by the Franchising Authority that an alleged Franchise violation exists, a Cable Operator shall deposit with an escrow agent approved by the Franchising Authority fifty thousand dollars (\$50,000) or, in the sole discretion of the Franchising Authority, such lesser amount as the Franchising Authority deems reasonable to protect subscribers within its jurisdiction. Alternatively, at the Cable Operator's discretion, it may provide to the Franchising Authority an irrevocable letter of credit in the same amount.

The escrowed funds or letter of credit shall constitute the "Security Fund" for ensuring compliance with these Standards for the benefit of the Franchising Authority. The escrowed funds or letter of credit shall be maintained by a Cable Operator at the amount initially required, even if amounts are withdrawn pursuant to any provision of these Standards, until any claims related to the alleged Franchise violation(s) are paid in full.

(2) The Franchising Authority may require the Cable Operator to increase the amount of the security fund if it finds that new risk factors exist which necessitates such an increase.

(3) The security fund shall serve as security for the payment of any penalties, fees, charges or credits as provided for herein and for the performance by a Cable Operator of all its obligations under these Standards.

(4) The rights reserved to the Franchising Authority with respect to the Security Fund are in addition to all other rights of the Franchising Authority, whether reserved by any applicable franchise agreement or authorized by law, and no action, proceeding or exercise of a right with respect to same shall in any way affect, or diminish, any other right the Franchising Authority may otherwise have.

(D) Verification of Compliance.

A Cable Operator shall establish its compliance with any or all of the standards required through annual reports that demonstrate said compliance as requested by the Franchising Authority.

(E) Procedure for Remediating Violations.

(1) If the Franchising Authority has reason to believe that a Cable Operator has failed to comply with any of these Standards or has failed to perform in a timely manner, the Franchising Authority may pursue the procedures in its Franchise Agreement to address violations of these Standards in a like manner as other Franchise violations are considered.

(2) Following the procedures set forth in a Franchise Agreement governing the manner to address alleged Franchise violations, if the Franchising Authority determines in its sole discretion that the noncompliance has been substantiated, in addition to any remedies that may be provided in the Franchise Agreement the Franchising Authority may:

(a) Impose assessments of up to one thousand dollars (\$1,000) per day, to be withdrawn from the security fund in addition to any franchise fee until the non-compliance is remedied; and/or

(b) Order such rebates and credits to affected Customers as in its sole discretion it deems reasonable and appropriate for degraded or unsatisfactory services that constituted noncompliance with these Standards; and/or

(c) Reverse any decision of the Cable Operator in the matter; and/or

(d) Grant a specific solution as determined by the Franchising Authority; and/or

(e) Except in emergency situations, withhold licenses and permits for work by the Cable Operator or its Subcontractors in accordance with Applicable Law.

V. MISCELLANEOUS

(A) Severability.

Should any section, subsection, paragraph, term, or provision of these Standards be determined to be illegal, invalid, or unconstitutional by any court or agency of competent jurisdiction with regard thereto, such determination shall have no effect on the validity of any other section, subsection, paragraph, term, or provision of these Standards, each of the latter of which shall remain in full force and effect.

(B) Non-Waiver.

Failure to enforce any provision of these Standards shall not operate as a waiver of the obligations or responsibilities of a Cable Operator under said provision or any other provision of these Standards.