




Conor Baldwin
Chief Financial Officer

Allison Chambers
Deputy CFO

MEMORANDUM

EMD

TO: Eileen M. Donoghue, City Manager
FROM: Conor Baldwin, Chief Financial Officer 
CC: Miran Fernandez, Chief Information Officer
DATE: October 23, 2019

SUBJECT: **MOTION of 10/15/2019 by C. Kennedy** - Req. City Mgr. provide a report to City Council regarding the possibility of having the city fund a new portable switcher for LTC at an estimated cost of \$28,000.

Upon request of the City Council, the Administration has identified the necessary funds within existing appropriations to accommodate the additional funding for the equipment for LTC. The MIS department has submitted all necessary paperwork to the Law Department to initiate the contract amendment to increase the value of the contract.

Lowell Telecommunication Corporation (“LTC”) provides the city with municipal programming to the subscribers of Comcast by making municipal meetings, activities, and events available on Lowell Cable Television, under a contract with the city. The current contract expires at the end of the current fiscal year (FY2020) and includes a “not to exceed” (“NTE”) total of \$190,430.50 for the period commencing July 1, 2019 and termination June 30, 2020.

Within the NTE figure are two totals; one (\$163,430.50) in consideration for broadcasting municipal meetings, such as the City Council, School Committee, land use boards, and various subcommittees; and the other (\$27,000) for capital needs of LTC. In order to facilitate the request from the Council, the NTE figure must be amended to incorporate the additional payment amount. As soon as the amendment is executed, LTC can requisition the city for payment and purchase the switcher.

Please do not hesitate to let me know if there are any questions.