



**Mirán Fernandez**  
*Chief Information Officer*  
*Cable TV Coordinator*

**John Meyers**  
*MIS Director*

**MEMORANDUM**

**TO:** Conor Baldwin, Chief Finance Officer

**FROM:** Mirán Fernandez, Chief Information Officer

**DATE:** May 1, 2018

**SUBJECT:** MOTION OF 4/10/18 BY COUNCILOR KENNEDY  
“Req. that LTC Consider Installing The Apparatus Necessary To Televis The Sub/Committee Meetings And Other Appropriate Events In The Mayor’s Reception Room.”

The City of Lowell currently contracts with Lowell Telecommunications Corporation (LTC) to cablecast programming which originates from the City Council Chamber, along with other ad-hoc programming as requested. The ability to occasionally originate ad-hoc programming from other locations within the City, such as the Mayor’s Reception Room is made available through MIS, but is currently limited by LTC’s capital/operating resources.

The estimated capital costs necessary to enable the Mayor’s Reception Room as an origination point for programming is estimated at approximately \$170,000.00. This estimate is based on initially overhauling and upgrading the equipment in the City Council Chamber, repurposing as much as possible for use in the Mayor’s Reception Room, and installing an additional set of equipment either in a mobile cabinet or within the existing LTC cablecast room. Operating costs related to routine simultaneous cablecasts from the Mayor’s Reception Room are estimated at \$70,000. Funding aside, the existing LTC contract will need to be amended accordingly.

A cutoff switch will also be necessary within the Mayor’s Reception Room, to ensure the privacy of Executive Sessions.

Please let me know if you have any additional comments, questions, or concerns.