

VILLAGE OF LOMBARD  
REQUEST FOR BOARD OF TRUSTEES ACTION  
For Inclusion on Board Agenda

  X   Resolution or Ordinance (Blue) \_\_\_\_\_ *Waiver of First Requested*  
\_\_\_\_\_ Recommendations of Boards, Commissions & Committees (Green)  
\_\_\_\_\_ Other Business (Pink)

TO: PRESIDENT AND BOARD OF TRUSTEES

FROM: William T. Lichter, Village Manager

DATE: February 9, 2005 (B of T) Date: February 17, 2005

TITLE: Comcast Franchise Payment

SUBMITTED BY: Department of Community Development *DeH*

BACKGROUND/POLICY IMPLICATIONS:

The Department of Community Development submits for your consideration a resolution authorizing the collection of an external charge for public, educational and governmental access capital by Media One, Inc. (ALL DISTRICTS)

Staff recommends approval of this request.

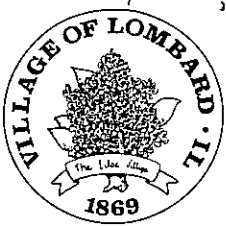
Please place this item on the consent agenda for the February 17, 2005 Board of Trustees meeting.

Fiscal Impact/Funding Source:

Review (as necessary):

Village Attorney X \_\_\_\_\_ Date \_\_\_\_\_  
Finance Director X \_\_\_\_\_ Date \_\_\_\_\_  
Village Manager X *W. T. Lichter* \_\_\_\_\_ Date *2/10/05*

NOTE: All materials must be submitted to and approved by the Village Manager's Office by 12:00 noon, Wednesday, prior to the Agenda Distribution.



## MEMORANDUM

**TO:** William T. Lichter, Village Manager

**FROM:** David A. Hulseberg, AICP, Director of Community Development *DAH*

**DATE:** February 9, 2005

**SUBJECT: COMCAST FRANCHISE PAYMENT**

As you are aware, the Village's franchise agreement with Comcast allows us to receive a one-time payment of up to \$100,000 for additional PEG access facilities and equipment upon request to Comcast during any time between the fifth and eighth anniversaries of the contract. That time period expires March 5, 2006.

According to Sharon Douglass, Government Affairs Manager with Comcast, Lombard currently has 11,225 subscribers to cable. Based on the 11,225 subscribers, it would cost each subscriber \$.74/month for one year for Comcast to collect the \$100,000 on our behalf.

If we wish to enact this section of the franchise agreement, the Village would need to send a letter of intent to Comcast stating such. Comcast then has 120 days to add the charge to customers' bills and payment would be made to the Village in installments, similar to the manner in which franchise fees are paid.

Attached is a list of equipment and costs associated with the equipment that the Communications and Marketing Division would like to purchase with the funds collected. As you are aware, there is no reserve fund for replacement of equipment.

Please feel free to contact me if you have any questions regarding this proposal.

**Recommendation:**

That the Village Board authorize the signatures of President and Deputy Village Clerk on a resolution authorizing the collection of an external charge for public, educational and governmental access capital by Media One, Inc.

DAH/jd

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**Proposed Equipment Purchases**  
**TOTAL ESTIMATED COST: \$100,000**

*Electronic News Gathering Kits*

Kit #1 (\$4,350)

This is a complete stand-alone digital camera kit with a wireless microphone. This kit would replace the outdated VHS kits that are used now. Non-profit groups that have been trained to use the equipment as well as the Village of Lombard personnel would make use of this kit. This camera would complement the digital camera the Village already owns.

**BENEFIT: Clear picture through digital media. Additional community involvement. Ability to shoot and edit simultaneously.**

Kit #2 (\$3,400)

This is a complete stand-alone digital camera kit with a wired microphone. This kit replaces the outdated VHS kits that are now used. Non-profit groups that have been trained to use the equipment as well as the Village of Lombard personnel would make use of this kit.

**BENEFIT: Clear picture through digital media. Additional community involvement.**

Audio ENG (\$1,900)

This is an upgrade of the portable audio gear that would allow the operator to capture audio signals in a variety of situations.

**BENEFIT: Improved audio for interviews.**

*Facility Upgrades*

Video Projection (\$13,700)

This is for the purchase and installation of video projectors in the Village Board Room. The translucent video screen is a portable two-sided screen that could also be used in the Community Room or at a remote location.\*

**BENEFIT: Professional mounted video projects and screens for presentations at meetings.**

*\*If desired, video monitors may be substituted for one of the video projectors. Cost estimates would be received on this section of the project when the list of items was quoted.*

Mounted Cameras (\$14,500)

This purchase would allow for the replacement of the failing cameras in the Village Board Room. The cameras that we currently own are no longer sold and do always operate properly.

**BENEFIT: Replacement of outdated equipment with a high quality camera system.**

Audio Upgrades (\$3,200)

This includes payment on one year of our audio contract. This would allow that money to be used in other areas. The other items reflect the cost to upgrade the audience microphone in the Board Room.

**BENEFIT: Better audio in the Board Room.**

#### Facility Upgrades (\$4,500)

Purchase of a professional teleprompter for use at the Village Hall along with the purchase of a unit that would allow for the duplication and printing of DVD media.

**BENEFIT: Increase in professionalism in regard to presentations.**

#### *Control Room Upgrades*

##### Computer Upgrade (\$7,000)

This is for the upgrade of the computer and hardware in the control room. The computer currently runs on Windows 95. This would upgrade the system to the IT-defined Windows 2000 standard.

**BENEFIT: Faster computer to provide better live programming operations.**

##### Switcher Upgrade (\$5,750)

Replacement of the switcher and program monitor in the control room. This will facilitate true color information for use on broadcasts.

**BENEFIT: Better video representation.**

##### Playback Upgrade (\$6,200)

This would allow for the replacement of the older VHS machines with DVD players, enabling the system to run more efficiently and provide more information.

**BENEFIT: Increased programming and quality of video signal. Moves toward digital standard.**

##### Control Room Upgrades (\$900)

These upgrades would allow for increased versatility in the control room.

**BENEFIT: Ability to use equipment in a variety of different situations.**

#### *Editing Equipment*

##### Non-Linear Editor (\$18,000)

The purchase of an additional editor would allow for more flexibility within the programming for the station. The additional editor would allow staff to teach community members how to edit on a non-linear platform without tying up the main system.

**BENEFIT: Increased production and community involvement.**

#### *Web-based Broadcast Equipment*

##### Streaming Media (\$16,600)

This would allow for the streaming of meetings and programs in the web.

**BENEFIT: Residents would be able to view more Village information through the use of streaming media on the Village website.**

**RESOLUTION**  
R \_\_\_\_\_ 05

**A RESOLUTION AUTHORIZING THE COLLECTION OF AN EXTERNAL CHARGE FOR PUBLIC, EDUCATIONAL AND GOVERNMENTAL ACCESS CAPITAL BY MEDIA ONE, INC.**

WHEREAS, Media One, Inc. operating as Comcast Cable was granted a franchise to operate a cable television system within the corporate limits of Lombard, Illinois by the Village Board of Trustees (Village) under Resolution No. 87-98 (Agreement); and

WHEREAS, pursuant to Section 20 of the Agreement the Village may request activation of an external charge to subscribers by the Company for the purpose of raising capital for the Village owned and operated Public, Educational and Governmental (PEG) Access Television Facilities; and

WHEREAS, subsection 5A(2) of the Agreement specifically states that between the fifth and eighth anniversary of the Agreement approved on March, 1998 the Village may authorize collection of PEG Capital in an amount up to \$100,000 without markup; and

WHEREAS, the Village has been committed to providing PEG Programming to subscribers for more than 15 years and wishes to enhance and retool local PEG Facilities using the aforementioned capital; and

WHEREAS, pursuant to the Agreement, the external charge shall be added within One Hundred and Twenty (120) days of the request; and

WHEREAS, the Company shall collect the external charge and make PEG capital payments in installments at the same time and in the same manner as franchise fee payments are made; and

WHEREAS, all PEG capital external charges collected from subscribers pursuant to Section 5 of the Agreement shall be paid to the Village;

NOW, THEREFORE, BE IT RESOLVED BY THE PRESIDENT AND BOARD OF TRUSTEES OF THE VILLAGE OF LOMBARD, DUPAGE COUNTY, ILLINOIS, as follows:

**SECTION 1:** That the Village does hereby request Media One, Inc. to initiate an external charge without mark-up to each subscriber's bill sufficient to make the capital payment of \$100,000 within twelve (12) months.

Resolution No. \_\_\_\_\_

Re: Media One

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**SECTION 2:** That the proper officials, agents and employees of the Village of Lombard are hereby authorized and directed to take such further action as they may deem necessary or appropriate to perform all obligations and commitments of the Village in accordance with the provisions of the Agreement.

**SECTION 3:** That all resolutions or parts of resolutions in conflict with the provisions of this Resolution are hereby repealed.

**SECTION 4:** That this Resolution shall be in full force and effect from and after its passage as provided by law.

Adopted this \_\_\_\_\_ day of \_\_\_\_\_, 2005.

Ayes: \_\_\_\_\_

Nayes: \_\_\_\_\_

Absent: \_\_\_\_\_

Approved this \_\_\_\_\_ day of \_\_\_\_\_, 2005.

\_\_\_\_\_  
William J. Mueller  
Village President

ATTEST:

\_\_\_\_\_  
Barbara A. Johnson  
Deputy Village Clerk