

**City of Eugene Application Request for PEG Equipment Funds**  
**Deadline: Wednesday, June 22, 2011**  
**Submit to Milo Mecham, LCOG**

**Instructions:**

In August 2009, the Metropolitan Planning Commission approved a process for allocating additional PEG Channel capital contributions from Comcast under the renewed franchise agreement negotiated between Comcast and Eugene, Springfield and Lane County.

As an agency that has a connection agreement to one or more Public Access, Education, or Government (PEG) cable television channels, you are invited to compete for capital equipment funding. To be considered for a portion of the FY10–FY11 funding for capital equipment needs, please **fill out the application below and return to Milo Mecham at LCOG no later than close of business Wednesday, June 22<sup>nd</sup>.**

LCOG staff will facilitate a review of all applications received and make a staff recommendation to the MPC at their July 14, 2011 meeting. The MPC will make the final determination on funds awarded. As this is a competitive process and requests may exceed available funding, please fill out the application completely, -stating the business case for why your organization should receive funds.

Once funding has been allocated, the equipment will be purchased by the MPC purchasing agent (LCOG) and provided to the successful applicants. No direct cash awards will be made to an applicant.

Funds must be used for the purchase of capital equipment – no operational or maintenance costs may be included in an application. Operational and maintenance costs will be the responsibility of the applicant. Installation costs may be eligible for PEG funding if included as part of the initial application based upon availability of funds. If installation costs are not part of the final award by the MPC, they become the responsibility of the award recipient.

**Definition:** A capital equipment purchase is defined as a non-reoccurring expenditure for equipment (durable goods) with a potential useful life of at least two years. The equipment must be intended for and used to generate signals to be broadcast on one or more of the Comcast PEG channels, to expand the availability of the signals, or for related purposes. To the extent practical, subject to use for PEG purposes by the applicant(s), the capital equipment must be available for other PEG users.

If you have any questions, please contact Milo Mecham at 541-682-4023.

**Response:**

1. Applicant Organization: **City of Eugene**
2. Applicant Contact Information: **Twylla Miller, Finance Division, (541) 682-8417**
3. Does your organization have access to the Public or the Educational Channels on the Comcast system in Lane County? (Capital Equipment purchased with these funds must be used for the purpose of providing signals to those channels). **Yes.**
4. What is the total amount of your request? **\$17,800** (*Round to the nearest \$100*)
5. Describe the capital equipment your organization would like to purchase, include the following information for each type of equipment requested:
  - *Description of equipment*  
**Replacement of analog sound system with new digital sound equipment in the Bascom-Tykeson Room, used for a variety of City Council meetings broadcast on Government Channel 21 and located in the Eugene Public Library.**
  - *Preferred date of purchase for each item*  
**June 2011 or as soon as funds are available.**
  - *Funding requested (round to the nearest \$100)*  
**\$17,800**
  - *Please detail installation costs - if any. Installation costs may not necessarily be funded by PEG Capital funds.*  
**Labor/installation costs were \$3,080 of the \$17,800.**
  - *Describe how your equipment need benefits the PEG channel viewer:*
    - *Improve the quality of reliability of signals*
    - *Improve opportunities for programming on PEG channels*
    - *Expand the diversity of programming on PEG channels*

**The sound system in this facility failed in early 2011 resulting in the inability for public meetings held in this room to be televised. The sound system as requested is a necessary component to meetings being televised on Government Channel 21 from this room. In particular, City of Eugene Budget Committee meetings and other joint meetings involving the City Council are held in this location.**

**The broadcast of these meetings allows residents to watch these meetings live via the Comcast public access channel. Further, most Budget Committee meetings include a public comment period. Participation by members of the public in providing comments is higher at meetings that are televised because citizens realize their communications are reaching a larger audience.**

- *Is the equipment critical to the initial or continued input of signals to the PEG system? Briefly describe.*

**Yes. Without a compatible digital sound system, meetings cannot be broadcast from this facility.**

6. If your application includes a request for more than one type of equipment, please assign a priority to each request (#1 being the highest priority) to assist MPC members in partial awards should total requests exceed the funding available. **Not applicable.**

7. If approved by the MPC, to the extent practical, subject to use for PEG purposes by the applicant, the capital equipment must be available for other PEG users. Would this be an issue for your organization? If yes – please briefly describe why.

**Yes, this equipment is available for other PEG users upon request and in coordination with MetroTV, operator of Government Channel 21. Further, the equipment will be installed in an area available for the public to use.**

8. If approved by the MPC, how will the equipment be preserved and protected, and what methods will your organization use to insure that the use of the equipment will be responsible, safe, and legal?

**The equipment will be installed for use in the Bascom-Tykeson Room of the downtown Eugene Public Library. Use of this room is subject to policies and safety procedures for facilities of the City of Eugene. In particular, the equipment will be stored behind locked doors in the room so that only authorized personnel and members of the public permitted to use this equipment specifically will have access. Also, the City will negotiate warranty terms in the event the equipment fails or has other issues.**

9. If approved by the MPC, what is the shelf life of the equipment and how does the organization intend to plan for the funding of future equipment replacement? (*Applications demonstrating a capacity to fund replacement internally will score higher.*)

**The shelf life of this digital equipment is approximately 7 to 10 years. The City of Eugene will work to ensure City-funded replacement in the future so that the departments primarily using the system contribute to the replacement.**

10. Describe the impact to your organization if funds are not allocated for your request through this process.

**If funds are not allocated for this request, the City will reduce its purchase of other necessary materials and supplies.**