



CITY OF CAMBRIDGE

449 BROADWAY, CAMBRIDGE, MASSACHUSETTS 02138 • TEL. 498 9080

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OFFICE OF CABLE TELEVISION

OUTLINE AND TIME-FRAME FOR LICENSING PROCESS IN

CAMBRIDGE, MASSACHUSETTS

The following is an outline of the licensing regulations for cable television franchises in Massachusetts (codified as 207 CMR 3.00). In some cases a definite time-frame has been established but often the regulations simply call for the completion of a particular step "within a reasonable time." In such cases estimated times have been provided in order to give a sense of the overall time involved in this process.

I INITIATION OF THE PROCESS

The Issuing Authority (the City Manager, according to Section 1(d) of M.G.L. Chapter 166A) releases a statement of initiation and thereafter has sixty (60) days in which to decide whether or not to go forward with the process.

II PUBLIC HEARING

Required by law to take place during the sixty (60) day period.

60
days

III DECISION TO PROCEED

The Issuing Authority notifies the State Cable Commission and solicits applications. Applicants must file Massachusetts form 100 which gives the city a sense of what the companies are like, level of thought, imagination and interest invested in the franchise process.

IV APPLICATION DEADLINE

All applications due within ninety (90) days (State law allows at least sixty (60) days). A preliminary review and evaluation of the application is made. The city begins development of Issuing Authority Report (RFP), which describes city needs and requirements for the cable system

90
days

V ISSUING AUTHORITY REPORT RELEASED

This is the city's request for proposals (RFP) and must reach all applicants within seven (7) days of publication. At this time a deadline is set for the filing of amended application (a reasonable time).

60
days

(OVER)

VI AMENDED APPLICATION DEADLINE

Applicants amend their proposals based on the city's specifications in the R.F.P. These are reviewed and evaluated. (Applicants may not by law "materially" change their proposals after this date).

60
days

VII PUBLIC HEARING

State Law requires a public hearing within a reasonable time after the final application deadline. It is desirable for the city to hold a number of public "clarification meetings" with the applicants to elucidate various aspects of their proposals.

45
days

VIII DECISION

The Issuing Authority makes a final decision and awards the franchise to the winning applicant. A Statement of Reasons is issued to all applicants carefully explaining the decision. Applicants denied have thirty (30) days to appeal. (This decision must take place within eighteen (18) months of the decision to proceed - Step III).

60
days
total
12+
months

IX PROVISIONAL LICENSE GRANTED

The provisional license is issued within a reasonable time after the decision. This license lasts for up to one (1) year during which time the city negotiates and finalizes the terms of agreement prior to the granting of a final license.

1
year

X FINAL LICENSE GRANTED

Construction of system begins.

XI The outline above is a model of the franchise process that does not consider public ownership. Should the Cambridge City Council decide on public ownership, the initiation of the Massachusetts cable process will be delayed by several months in order to develop a city ownership model and, subsequently, to develop an application.

- A NOTE ON THE TIME FRAME -

The State franchising regulations allow eighteen (18) months for the process and one (1) year for the signing of the final license. The time-frame developed here for private ownership proposes that the process could take little more than one (1) year (perhaps less) and that a final license could be signed several months later. Thus, although the State Allows thirty (30) months for the entire process, it could take as little as 10-12 months.



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SAMPLE SHEET OF ITEMS COVERED IN THE ISSUING AUTHORITY REPORT (RFP)

The Issuing Authority Report, (more commonly known as the city's request for proposals, or RFP), is perhaps the most important of the many reports generated in a cable franchising process. The RFP is an extensive document that describes the requirements of the city for each aspect of it's cable system. Together, these requirements, recommendations, and requests for information form the system specifications which determine, to a great extent, what that system will be like and how it will operate. The following is a partial list of items covered in the report:

Cable Company ownership model and financial status

Projections of expected capital costs

Revenues and operating expenses

Employment policies, including hiring record of minorities and hiring of community residents, and training job applicants

Channel capacity

Services provided

Rate structures and charges

Consumer complaint procedures

Provisions for protecting subscriber privacy

Access provisions and procedures

Construction schedule

Studio facilities



CITY OF CAMBRIDGE

CAMBRIDGE, MASSACHUSETTS 02139
Tel. 498-9011

EXECUTIVE DEPARTMENT
ROBERT W. HEALY
City Manager

November 8, 1982

To the Honorable, the City Council:

Enclosed for your information is a copy of an outline of the time frame involved for the licensing process for Cable Television in Cambridge.

I recommend referral to the Cable Television Committee of the City Council.

Very truly yours,

Robert W. Healy
City Manager

RWH/mbf
Enc.

S-690

Re: outline of the time frame involved for
the licensing process for the Cable Tele-
vision Committee of the City Council.

11/8/82

El Remy move -
that this communication
be referred to the
Cable TV Committee

Motion adopted
- NOT A BELIE -

In City Council,

November 8, 1982

copy sent to the Chairman of the Cable
TV Committee
11/8/82
Watt

11/5/84
m

- Placed
on

File

- See Above Motion -