



## MAYOR & COUNCIL COMMUNICATION

DATE: 9/07/2010  
CONSENT  
ITEM #: 6  
MOTION *as part of Consent Agenda*

**AGENDA ITEM:** Purchase of Equipment Related to Audio Visual Improvements for the Council Chambers

**SUBMITTED BY:** Carol Kriegler, Project Assistant

**THROUGH:** Bruce Messelt, City Administrator

**REVIEWED BY:** Ted Arbeiter, Director of Facilities and Technical Support, RWCC  
Ginny Holder, Lake Elmo Cable Commissioner  
Tom Bouthilet, Finance Director  
Carol Luczak, Program Support Assistant

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**SUMMARY AND ACTION REQUESTED:** The City Council is respectfully requested to authorize as part of tonight's *Consent Agenda* the purchase of production-related audio visual equipment; to include confidence monitors, to be installed on the east and west walls of the Council Chambers, a permanently-wired gooseneck microphone for the podium, and incidental materials and supplies related to the installation of the equipment by the Ramsey Washington Cable Commission technical staff.

**BACKGROUND INFORMATION:** A number of audio visual improvements were made in the Council Chambers over the past year. The goal of the equipment purchases and installation is to improve overall production and presentation quality and reliability. Goals of the improvement program include the reduction/elimination of technical difficulties, improved audio and picture quality, improved presentation capabilities, and the elimination of visible wiring/cables and related trip hazards. While many goals were largely accomplished, staff has identified opportunities for further improvement.

**STAFF REPORT:** It is recommended that two 55" confidence monitors be purchased and installed on the east and west walls of the Council Chambers. The monitor on the west wall will provide the City Council with a convenient opportunity to view the program output that is being broadcast to viewers in their homes. This monitor will replace the TV located on the cart, which can then be made available for the purpose of serving an overflow crowd in the entrance lobby,

should the need arise. The monitor on the east wall will serve the same purpose for staff seated at the north wing of the Dias. In addition, this monitor will provide an additional viewpoint to be seen more comfortably by citizens in attendance. The purchase and hardware installation of the permanently-wired gooseneck microphone is intended to improve the audio quality of presenters at the podium.

In the interest of compatibility and convenience, purchase of the monitors and microphone are recommended from Alpha Video, the 2009 improvement project vendor. Ted Arbeiter of RWCC has reviewed the purchase prices to ensure that the pricing is reasonable and competitive.

**FINANCIAL CONSIDERATIONS:** The City is eligible to receive a reimbursement grant from the Ramsey Washington Cable Commission in an amount not to exceed \$75,000 for the purchase and installation of *production-related* audio visual improvements for the Council Chambers. Audio visual improvements accomplished in 2009 did not exceed \$50,000, leaving an ample balance for additional needed improvements. Pricing of the equipment is anticipated to be as follows:

- LG 55” HD LCD Confidence Monitors . . . . . \$1,749.00 each
- Shure 18” Gooseneck microphone . . . . . \$170.00

**RECOMMENDATION:** Based upon the above background information and staff report, it is recommended that the City Council approve as part of tonight’s *Consent Agenda* the purchase of the above-denoted equipment and submission of a grant application for reimbursement for such.

Alternatively, the City Council does have the authority to remove this item from the *Consent Agenda*, table this item for future consideration, or further discuss and deliberation prior to taking action. If the latter is done so, the appropriate action of the Council following such discussion would be:

***Move to approve the purchase of grant-eligible, production related audio visual equipment to include two confidence monitors, a gooseneck microphone and incidental components, materials and supplies related to their installation, at a cost not to exceed \$5,000.00 [as amended at tonight’s meeting].***

**ORDER OF BUSINESS (if removed from Consent Agenda):**

- Questions from Council to Staff..... Mayor Facilitates
- Call for Motion ..... Mayor & City Council
- Discussion..... Mayor & City Council
- Action on Motion..... Mayor Facilitates