



MAYOR & COUNCIL COMMUNICATION

DATE: December 17, 2013

CONSENT

ITEM # 11

AGENDA ITEM: Ki Pro Digital Recording Device Cable Equipment Upgrade
SUBMITTED BY: Alyssa MacLeod, Taxpayer Relations and Communications Coordinator
THROUGH: Dean Zuleger, City Administrator
REVIEWED BY: Adam Bell, City Clerk

SUGGESTED ORDER OF BUSINESS (if removed from the Consent Agenda):

- Introduction of Item City Administrator
- Report/Presentation.....City Administrator
- Questions from Council to Staff..... Mayor Facilitates
- Call for Motion Mayor & City Council
- Discussion..... Mayor & City Council
- Action on Motion..... Mayor Facilitates

POLICY RECCOMENDER: Alyssa MacLeod, Communications Coordinator

FISCAL IMPACT: \$3,523.10 upfront for hardware purchase. Fees will be reimbursed in full through cable franchise grant funds.

SUMMARY AND ACTION REQUESTED:

Requesting authorization to purchase AJA Ki Pro Rack digital file recorder to replace outdated and failing equipment used to record council meetings. If removed from the consent agenda, the recommended motion for this action is as follows:

“Move to approve the purchase of a Ki Pro digital recording device from B&H for \$3,523.10.”

LEGISLATIVE HISTORY:

The City of Lake Elmo is currently in a Franchise Agreement with the Suburban Community Channels for local cable service. As part of the agreement the City has been allocated \$25,000 in grant funds to use toward the purchase of equipment to improve the City’s broadcast and archival of council and commission meetings, and community programming. The timeline to utilize funds has been extended through June 2013.

BACKGROUND INFORMATION (SWOT)

The current equipment that is used for recording City Council and Commission meetings is outdated and failing. After consulting with the cable commission, it has been found that options for recording devices are limited. Hard media recording devices are becoming obsolete, and are

not compatible with new broadcasting technology. Digital recorders, as a newer technology, are a more reliable recording mechanism and are easier to maintain.

Strengths:

- Will replace current equipment with a more reliable option
- Provides capability to record digital files, which are easier to edit and archive than hard media.

Weaknesses:

- More expensive than hard media recorders

Opportunities:

- The City of Lake Elmo will be reimbursed for equipment costs through grant funds.

Threats

- Not utilizing the grant monies would result in forfeiture of funds.
- The City would need to pay for the equipment upfront

RECOMMENDATION:

Based on the aforementioned, the staff recommends the appropriate guiding motion.

“Move to approve the purchase of a Ki Pro digital recording device from B&H for \$3,523.10.”

ATTACHMENTS:

- 1) B&H Equipment Quote