

WORK SESSION OF THE GREENBELT CITY COUNCIL held Monday, January 4, 2016, to discuss Upgrading Cablecasting and Presentation Capabilities.

Mayor Jordan started the meeting at 8:30 p.m. The meeting was held in the Council Room of the Municipal Building.

PRESENT WERE: Council Members Judith F. Davis, Konrad E. Herling, Leta M. Mach, Silke I. Pope, Edward V. J. Putens, Rodney M. Roberts, and Mayor Emmett V. Jordan.

STAFF PRESENT WERE: Michael McLaughlin, City Manager; Beverly Palau, Public Information and Communications Coordinator; and Cindy Murray, City Clerk.

ALSO PRESENT WAS: Andrew Sherer, Design & Integration, Inc.

Mayor Jordan explained that the purpose of this work session is to review the recommendation of Design & Integration (D&I) on upgrading the City's cablecasting and presentation capability in the Council Room and in the Community Center. He expressed the need to be able to broadcast from the Community Center since Council's Wednesday work sessions, as well as many community programs, are held in the building. Ms. Palau said D&I has done this type of upgrade work in the Council Chambers of Montgomery County and the City of College Park and come highly recommended.

Mayor Jordan said Council uses the Multipurpose Room in the Community Center for its Wednesday work sessions because of the use of the Council Room by Greenbelt CARES sessions for counseling sessions that evening. Mr. McLaughlin advised that Dr. Park, Director of Greenbelt CARES, has recently indicated CARES can reschedule their Wednesday sessions to another evening.

Andrew Sherer reviewed the D&I System Overview & Recommendations Report dated February 24, 2015. He said that the upgrades presented in the proposed design represent a significant improvement in terms of features, functionality, and end results over the existing system. He added that the proposed system will bring the City in alignment with current high definition standards that are present throughout the production and broadcast industries.

Ms. Davis said she agreed Wi-Fi should be provided in the Community Center but felt any additional money needed to upgrade cablecasting and presentation capability should be used for improvements to the Council Room. Mr. Sherer agreed that spending funds on a single system that meets all the City's needs instead of having two limited systems would be most cost beneficial. He said having all broadcasts in the Council Room ensures that the City is getting the most out of the investment.

Mr. Sherer explained the proposed upgrades for the Council Room include robotic cameras, camera inputs, podium inputs, wireless microphones, lighting and television monitors, as well as upgrades to the control room. He said the cost for the proposed upgrades is \$131,235, but the cost may change based upon the final design selected by the City.

Mr. Sherer said the Community Center Multipurpose Room is not very suitable for broadcast applications. In addition to \$76,766 in proposed audiovisual equipment, this room would require significant changes including a new lighting system, acoustic treatment, a backdrop and perhaps a riser for the staging which would increase the costs significantly.

Mr. Roberts said he did not think television monitors on the walls in the Council Room were necessary. Mayor Jordan disagreed, and said the monitors were needed so the public would have the opportunity to view documents. Mr. Sherer explained that the monitors could be turned on only during presentations. Mayor Jordan asked if it would be possible to share documents from a councilmember's laptop or iPad to the monitor. Mr. Sherer said yes and estimated the cost for this option to be an additional \$500 to \$1,000.

Mayor Jordan stressed the need to have at least one room in the Community Center with accessibility. Mr. Sherer said installation of projection equipment and providing connectivity could be done relatively inexpensively. Ms. Palau said broadcasting could be done on occasion with the use of flypack equipment.

Mayor Jordan asked about funding the project. Mr. McLaughlin said \$50,000 is budgeted for this work in the Special Projects fund. He added that the Special Projects fund has a sufficient fund balance to cover the additional costs. In response to a question from Ms. Davis, Mr. McLaughlin said Public, Education and Governmental (PEG) funds are in the Special Projects Fund.

After discussion, Mr. McLaughlin explained there were two options going forward: 1) proceed with the recommendations presented by D&I; or 2) issue a Request for Proposals (RFP) and ask D&I to be a respondent.

Mr. Putens mentioned current sound problems with the video streaming and stressed the need for good communications throughout the upgrade project with Verizon and Comcast. Mr. Sherer agreed and said that he had already been in touch with Comcast. Mr. McLaughlin said much of the existing problem is due to the age and condition of the City's equipment and was not a Verizon or Comcast issue.

Mr. Orleans, Greenbelt, said all Council work sessions should be held in the Council Room. He suggested that Council consider increasing the size of the Council Room which would allow for its use for other events also.

The meeting ended at 10:00 p.m.

Respectfully submitted,

*Cindy Murray
City Clerk*