CITY ADMINISTRATOR'S OFFICE MEMO
cityadmin@hiawatha-iowa.com
319-393-1515 ext.523

To: Mayor and City Council

From: City Administrator, Kim Downs

Date: August 30, 2019

RE: ***City Council Chambers AV Recording Updates and Live Streaming Initiative***

As you know, our AV recorder has worn out. We have a Vaddio SD camera set up with no lower thirds or graphics. Our recording process is such we record to DVD then Kari rips the DVD to mp4 and then it is sent to the cable company who inserts it on a channel. With the DVD recorder no longer working, we have searched for all options to provide the public opportunity to view our council meetings.

We reached out to the City of Coralville's IT specialist to assist in our search for the best product to produce the media that will allow us to provide a source for ImOn, Mediacom, and other formats such as Facebook. In addition, we looked at live streaming options.

In streaming video and audio, the traveling information is a stream of data from a server. The decoder is a stand-alone player or a plugin that works as part of a Web browser. The server, information stream and decoder work together to let people watch live or prerecorded broadcasts.

There are many benefits to using video live broadcasts; one enhances and maximizes direct communication with our citizens and community partners. Live streaming does require some technical skill. We do have the infrastructure and a good content delivery network to achieve high quality videoing with the help of our AV vendor-CTI and our IT provider Inteconnex.

There are many free video live streaming services, free services usually entail pop-up ads that may irate viewers. Professional streaming services may be better for businesses at reasonable cost. Plans start around $19 a month. Staff can determine which platform upon training and trial runs.

We know we need a HDMI converter, encoder, internet line in the AV room, and a SD card slot capability for streaming. Our estimate of cost $2,122.61 and includes:

1. Installation of equipment to allow for streaming of a video/audio signal from an existing analog video system to an internet provider of choice.
2. Allows for the recording of a video/audio signal to either an SD card or a USB stick.
3. Provides all cabling and connectors for a complete and working system.
4. Provides user training.

To simply replace the recorder itself would cost no less than $4,630.91.

I would ask council to direct staff to move forward with replacing the AV systems recorder with a system that would provide live streaming capabilities in addition to recording in a not to exceed amount of $2,122.61 with CTI. CTI is our AV vendor recommending compatible equipment for our AV system. Also, direct staff upon the completion of their training to begin live streaming regular council meetings accordingly.

Operating funds are available for this project. The dollar amount is within my spending authority but because of a new process for recording and sharing council meetings are different I felt it prudent to share and allow for discussion.

Thank you for your consideration,

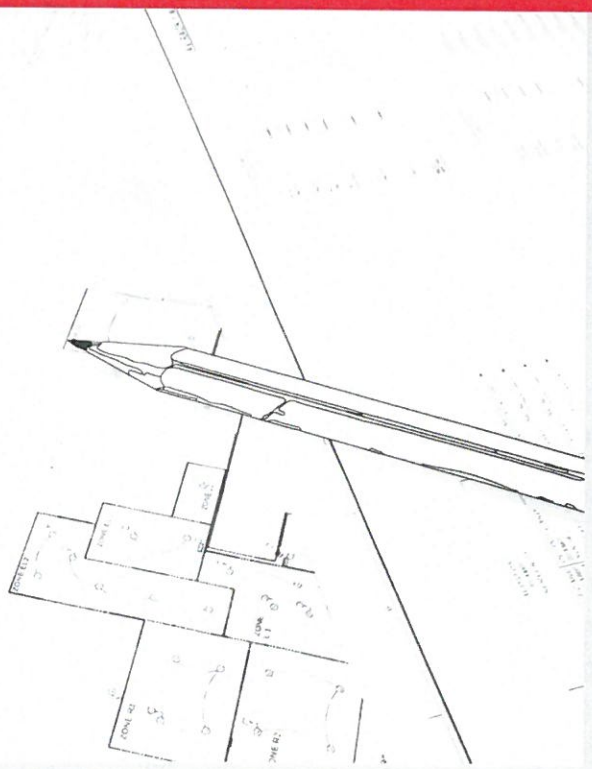
Kim

CONFERENCE TECHNOLOGIES, INC

PROPOSAL

City of Hiawatha

A Streaming Video System for the City Council Chamber



DATE

Tuesday, 27 August 2019

PREPARED BY

Mick Erdman
Design Consultant

Scope of Work

Proposal Number: J19090157

Proposal Date: 8/27/2019

Prepared for: City of Hiawatha
Attn: Kari Graber
Phone: (319) 393-1515
Email: cityadmin@hiawatha-iowa.com

Prepared by: Mick Erdman
Phone: 319-382-5602
Email: merdman@conferencetech.com

Bill to: City of Hiawatha
101 Emmons Street
Hiawatha, IA
52233

Ship to: City of Hiawatha
101 Emmons Street
Hiawatha, IA
52233

1. Provide and install equipment to allow for the streaming of a video/audio signal from an existing analog video system to an internet provider of choice.
2. Allow for the recording of a video/audio signal to either an SD card or USB stick.
3. Provide all cabling and connectors for a complete and working system.
4. Provide user training.

Your Investment

Below is the cost of this solution based on the outlined scope of work. If you have questions about the complete solution, please let us know how we can help align this investment with additional needs or changes in scope.

Proposal Summary

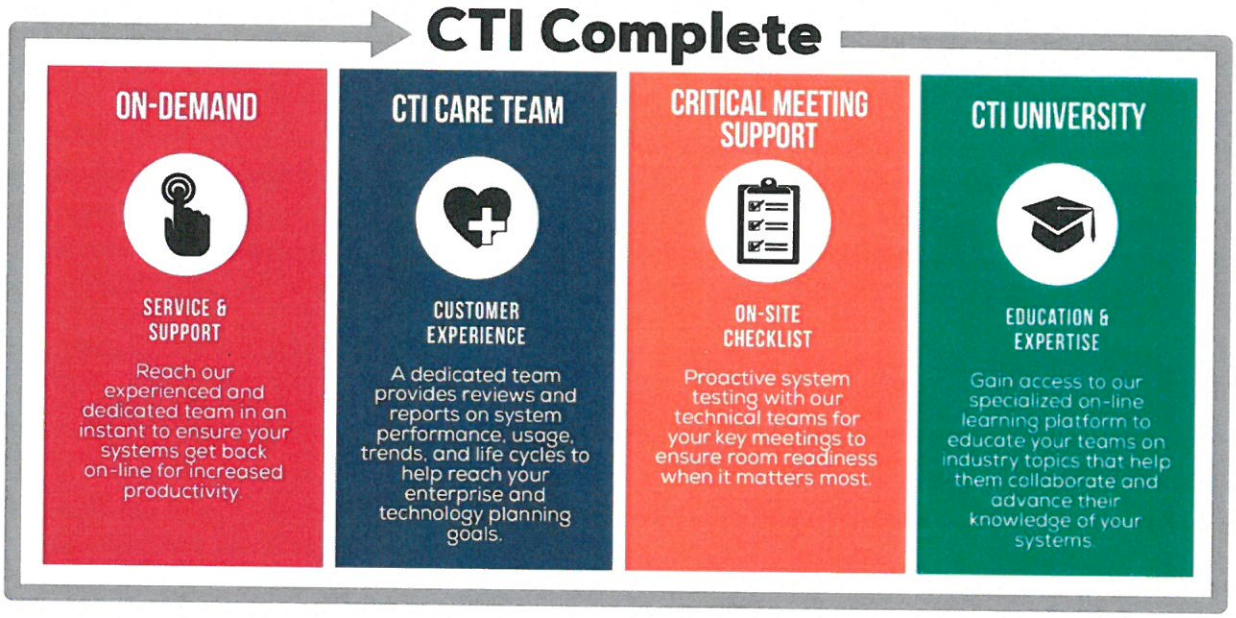
Description	Price
Equipment	$1,003.00
Implementation Services	$1,119.61
Subtotal	$2,122.61
Tax	$0.00
Grand Total	**$2,122.61**

Down Payment Requirements

Terms are Net 30 with approved credit. For orders that exceed ten thousand dollars; 60% to initiate order, 40% NET 30, or progress billing based on purchase agreement at time of order. Payments made by credit card are subject to a 2.5% fee.

Why Us?

Our CTI Complete service is there for you 24/7 through our dedicated CTI Care customer experience team. Through on-site technical service, recommended programming upgrades, and quarterly reliability checks, your system is covered for the unexpected, as well as planned maintenance. Your teams will be trained to operate equipment with confidence. When critical meetings arise, we help ensure system performance with proactive system testing and an on-site checklist, so your systems will be ready when it matters most. Our managed services staff does more than diagnose and repair failures, they help plan for system life cycles.



Bill of Materials

A Streaming Video System for the City Council Chamber

Manufacturer	P/N	Description	Qty	Unit Price	Ext. Price
General: $1,003.00					
Black Magic Design	BMD-CONVMAAS2	Mini Converter - Analog to SDI 2	1	$195.00	$195.00
Black Magic Design	BMD-CONVCMIC/HS	Micro Converter HDMI to SDI	1	$59.00	$59.00
Teradek	VidiuPro	Streaming Encoder SD Card Recorder	1	$749.00	$749.00

Standard Disclaimer

Conference Technologies, Inc. provides for twelve (12) months of **CTI Complete** on all system purchases. Conference Technologies, Inc. warrants the system implemented is free from defects in material and workmanship, in accordance with the contract, drawings, specifications, alterations and additions thereto, for a period of twelve (12) months from the date of commencement of use, substantial completion, or date of notice of completion, whichever occurs first. This coverage does not protect against consumables, severe weather, and acts of God.

Terms

Terms are NET 30 with approved credit. For orders that exceed ten thousand dollars; 60% to initiate order, 40% NET 30, or progress billing based on purchase agreement at time of order. Payments made by credit card are subject to a 2.5% fee.

All applicable taxes are the responsibility of the purchaser and will be added to the final invoice. Any cancelled orders or returns are subject to manufacturer acceptance; shipping and restock fees may apply. This proposal is valid for ninety (90) days.

Installation Description and Requirements

Provided by Conference Technologies, Inc.: If installation is purchased, Conference Technologies, Inc. will install all A/V components. Conference Technologies, Inc. will also perform all programming, alignments, and end-user training. Conference Technologies, Inc. will provide A/V project management, and provide drawings as required. This install price assumes a Monday through Friday 8:00am to 5:00pm install time. Room availability must be in consecutive 8-hour blocks. Any required changes or rushes may affect the final price.

Provided by Others

Electrical requirements are to be provided by others unless specifically included in Conference Technologies, Inc. Scope of Work.

Statement

This system proposal is the property of Conference Technologies, Inc. and is delivered with the sole intent of being viewed by management of City of Hiawatha for evaluation purposes only. This proposal or any part of this proposal is not to be presented to, or viewed by any other party, vendor or Conference Technologies, Inc. competitor without the written consent of Conference Technologies, Inc. Any effort to do so will be considered a violation of copyright law.

Next Steps

1. Upon Notice to Proceed, Conference Technologies, Inc. will begin executing the project plan with an internal handoff of the project to our operations team.

2. If you have questions about the process as we move forward, please contact me at merdman@conferencetech.com or 319-382-5602.

3. You will be contacted by a Conference Technologies, Inc. Project Manager to schedule a project kickoff meeting to review the project scope and schedule.

Customer Signature	CTI Signature
Printed Name	Printed Name
Title	Title
Date	Date

RESOLUTION NO. 19-
City Council

RESOLUTION APPROVING THE PURCHASE OF UPDATED AUDIO VISUAL EQUIPMENT FOR THE COUNCIL CHAMBERS

WHEREAS, City Staff deems it necessary to upgrade the audio visual equipment in the Council Chambers to update technology, replace the non-working DVD recorder and provide the public opportunity to view council meetings in new formats, and

WHEREAS, after soliciting audio visual equipment quotations and receiving and reviewing quotes from Conference Technologies, Inc., the new equipment needs to be compatible with the current audio visual system. We are able to single source with our audio visual vendor CTI. Staff researched equipment options, reviewed with vendor for purchase and installation, and

WHEREAS, funding for the purchase of upgraded audio visual equipment with a total project cost of $2,122.61, is available using operating budget dollars, and

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF HIAWATHA, IOWA, to authorize staff to move forward with the purchase of updated audio visual equipment for the Council Chambers in the amount of $2,122.61, with Conference Technologies of Hiawatha, utilizing available operating budget dollars.

AYES:
NAYS:
ABSENT:

PASSED AND APPROVED this 4th day of September, 2019.

_____
Bill Bennett, Mayor

ATTEST:

_____
Kari Graber, City Clerk