

## ACTION FORM BRYAN CITY COUNCIL

<b>DATE OF COUNCIL MEETING:</b> April 14, 2015		<b>DATE SUBMITTED:</b> March 26, 2015	
<b>DEPARTMENT OF ORIGIN:</b> Information Technology		<b>SUBMITTED BY:</b> Bernie Acre / Mary Lynne Stratta	
<b>MEETING TYPE:</b>	<b>CLASSIFICATION:</b>	<b>ORDINANCE:</b>	<b>STRATEGIC INITIATIVE:</b>
<input type="checkbox"/> BCD	<input type="checkbox"/> PUBLIC HEARING	<input type="checkbox"/> 1ST READING	<input checked="" type="checkbox"/> PUBLIC SAFETY
<input type="checkbox"/> SPECIAL	<input type="checkbox"/> CONSENT	<input type="checkbox"/> 2ND READING	<input type="checkbox"/> SERVICE
<input checked="" type="checkbox"/> REGULAR	<input checked="" type="checkbox"/> STATUTORY		<input type="checkbox"/> ECONOMIC DEVELOP.
<input type="checkbox"/> WORKSHOP	<input type="checkbox"/> REGULAR		<input type="checkbox"/> INFRASTRUCTURE
			<input checked="" type="checkbox"/> QUALITY OF LIFE
<b>AGENDA ITEM DESCRIPTION:</b> Consideration – Upgrades to Council Chambers Technology			
<p>Consider approval of a contract with Data Projections, Inc., for the upgrade of the Council Chamber technology in the not to exceed amount of \$152,975.94. This request is to refresh and enhance the audio and video components currently installed in the Council Chambers where some of the components are approximately 10 years old, as well as improving the functionality of the system. Funding for this agreement will be provided by using Public, Education, and Governmental (PEG) funds, a dedicated fund to be used solely for equipment to broadcast over the City's Channel 16 governmental television channel.</p>			
<p><b>SUMMARY STATEMENT:</b> The City requested proposals from three (3) State of Texas Department of Information Resources (DIR) approved firms and received responses from two of the three. An internal evaluation and assessment team was assembled to evaluate the firms' proposals. The assessment team developed a common core of questions and during a site visit with each vendor discussed ideas and options to include in their proposals. The assessment team then evaluated each vendor's proposal and ranked them based on the following set of criteria: (1) qualifications and experience, (2) ability to fully complete the scope of services within the time specified, (3) project methodology, including technical approach and understanding of the scope of the project, and (4) cost of goods and services. From this process, Data Projections was determined as the vendor of choice to provide the best value to the citizens and the City of Bryan.</p> <p>Funding for this agreement will be provided by using Public, Education, and Governmental (PEG) funds, a dedicated fund to be used solely for equipment needed to produce and broadcast programming on Channel 16. There is no impact to the General Fund.</p> <p>Below is a breakdown of each area of the system as proposed:</p> <p>Visual Display</p> <ul style="list-style-type: none"> <li>• Upgrade Projector to Two HD Projectors</li> <li>• Upgrade to Two 137" Projection Screens</li> <li>• 21" Monitors for each Council Member</li> </ul> <p>Video Sources</p> <ul style="list-style-type: none"> <li>• Upgrade Existing Cameras to HD PTZ Cameras</li> <li>• New Production Computer (Tricaster)</li> <li>• ADA Compliant Motorized Podium w/City Seal</li> <li>• Document Camera on the Podium</li> <li>• Smart HD Display for Podium</li> </ul>			

Audio

- New Audio System – Replace Microphones, Speakers, and Amplifiers

Signal Switches/Routers/Distribution

- Replace existing infrastructure to be ready for digital HD broadcasting
- Microphone queue system to mitigate feedback/white noise with audio during broadcast

Video Conferencing

- Cloud based solution, Lifesize
- Participants can join in a meeting via their laptop with webcam, smart phone or tablet

This proposed contract includes unlimited and toll-free technical assistance by phone or video, on-site response time within 24 business hours, warranty processing, UPS ground shipping, and end-user training. The proposed contract is through State of Texas DIR-SDD-2011 contract.

The DIR was created by the State of Texas to ensure the effective and efficient use of public funds for information technology services and equipment through the application of statewide services and technologies with emphasis on cooperative purchasing projects. The Inter-local Cooperation Act, Texas Government Code, Chapter 791, authorizes local governments to directly contract with DIR enabling participating entities to take advantage of the purchasing power of the State of Texas. Procuring information technology products and services through DIR contracts saves the City time and money as all products offered have been subjected to a competitive bid process with vendors offering substantial discounts to all participating entities based on the State’s anticipated volume of purchases.

The Texas Comptroller of Public Accounts (CPA) has certified Data Projections Inc. as a Historically Underutilized Business (HUB), Certificate/VID Number 1760326022903, File/Vendor Number 85833.

Federal law, since at least 1984, has explicitly authorized cities to charge a separate amount to fund PEG access channels. PEG access channels provide live viewing of council meetings, local school district programs on the educational channel, emergency programming with information in the event of a hurricane or tornado, and other programming provided by the city. In 2005, the Texas Legislature passed Senate Bill 5, which created a new Chapter 66 of the Texas Utilities Code, allowing cable franchises to be granted by the State through the Public Utility Commission (PUC) instead of municipalities. The current franchise situation between the City of Bryan and the local cable provider is through the State franchise authorized by the PUC. It provides that the holder of a cable franchise agreement shall pay each city an amount equal to 1% of the provider’s gross revenue or, at the city’s election, the per-subscriber line fee that was paid under previous franchise agreements in lieu of in-kind services and operational grants. PEG funds can only be used to purchase equipment necessary to create programs and broadcast over the government channel. PEG funds must be maintained in a separate fund from the City’s General Fund and cannot be used for any other purposes.

**STAFF ANALYSIS AND RECOMMENDATION:** The Information Technology Department respectfully requests City Council approval of the agreement with Data Projections, Inc., for the upgrade of the Council Chamber technology in the amount of \$152,975.94. Staff has received complaints about the inconsistent sound quality of Channel 16 programming, which can be attributed to the age of the entire system. Channel 16 programming certainly contributes to quality of life and an educated public; and can play a vital role in times of emergencies or disaster. Therefore, this relates to the Council’s strategic initiatives of public safety and quality of life.

**OPTIONS (In Suggested Order of Staff Preference):**

1. Approve the agreement as recommended
2. Not approve and provide staff direction

**ATTACHMENTS:** Contract and Quote (separate pdfs)

**FUNDING SOURCE:** Public, Education, Governmental (PEG) Fund

**APPROVALS:** Mary Lynne Stratta 3/26/15 and Bernie Acre 3/26/15; Hugh R. Walker, 03/30/2015

**APPROVED FOR SUBMITTAL:** Kean Register, 04-06-2015

**APPROVED FOR SUBMITTAL:**

Revised 03/2015