



MEMORANDUM

TO: Board of Supervisors

FROM: Walter T. Banks, IT Director

DATE: November 5, 2014

RE: Broad of Supervisors Information Technology Committee Report

The Board of Supervisors Information Technology Committee met on Wednesday, November 5th, 2014 at 8:30 A.M., in the Closed Session Conference Room, County Administration Building 107 North Kent Street, Winchester, Virginia. Present were Gary A. Lofton, Chairman, Charles S. Dehaven, Jr., Board Member, Lorin Sutton, County Representative, Quaiser Absar, County Representative, Kris Tierney, Assistant County Administrator, Jay Tibbs, Deputy County Administrator, Eric Lawrence, Planning Director, Walter T. Banks, IT Director, Patrick Fly, GIS Manager, Jeremy Coulson, Webmaster, Karen Vacchio, Parks and Recreation PIO, Alisa Scott, Administrative Assistant, and Rick Ours, RCO Productions. Absent was Bob Wells, Board Member, and Todd Robertson, County Representative.

The committee submits the following:

*****Items Requiring Board Action*****

1. Approval of the Upgrade Board Room Audio Visual and Broadcasting Equipment in the amount of \$178,122.95 appropriated from Comcast provided PEG funds.

The proposed quote provides the Board of Supervisor's Board Room with a digital upgrade and the ability to broadcast in HD upon a motion by Mr. Dehaven, seconded by Mr. Sutton the Committee unanimously recommended this item be forwarded to the Finance Committee with a recommendation for approval and forwarded to the Board of Supervisors for their consideration. **(See Attachment.)**

Respectfully Submitted,

Broad of Supervisors Information Technology Committee Report

Gary A. Lofton, Chairman
Charles Dehaven Jr.

By:

Walter T. Banks

Walter T. Banks IT Director

Attachments
WTB

BOS Tech Committee

A G E N D A

**Date: Wednesday
November 5th, 2014**

Time: 8:30 am

**Closed Session &
Board Room
107 N Kent Street**

- Actionable Item to move forward to Finance
Committee: Upgrade Board Room Audio Visual and
Broadcasting Equipment





COUNTY of FREDERICK

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TO: Technology Committee Members

FROM: Jay E. Tibbs, Deputy County Administrator

DATE: October 17, 2014

RE: Boardroom and Cable Channel Equipment Upgrades

Staff has contracted with Mr. Rick Ours, RCO Productions, to provide project management, oversight, and training assistance for Phase 1 upgrades to the Board of Supervisors' meeting room audio and video systems. This is in response to numerous technical issues which have arisen over the past few months.

Much of the current audio and video broadcasting equipment was obtained from Frederick County Public Schools in the late 1990s to early 2000s. Over the years, we have tried to respond to various broadcasting issues via a piecemeal approach. As technology has advanced, it has become more and more problematic to integrate 20th century and 21st century technologies. The result has been dropped signals, loss of video, and a Gordian knot of wires, cables, and adapters that make it practically impossible to determine faulty parts or find a fix for the various issues.

The attached proposal is a complete overhaul of much of the audio and video systems in the board room and broadcast booth. The total cost of this upgrade is \$178,122.95, which includes:

- New robotic cameras, = **\$86,548.50**;
- Control room upgrades to include audio/video switcher and converters for the cable channel broadcast, and construction of a broadcast cabinet/table to contain all of the audio/video equipment, cables, etc. = **\$53,294.45**; and
- Engineering, installation, testing, system commissioning, training = **\$38,280.00**.

The funding would come from the PEG grant funds, per our franchise agreement with Comcast. The PEG funds are restricted funds received from Comcast and can only be used for capital purchases for the betterment of our cable channel. Staff recognizes this is a large sum of money; however, until recently, there have been minimal funds expended on the cable channel or its equipment.

To provide some history, staff replaced the stand alone cameras in 2005 with remote controlled mounted cameras. The equipment and installation totaled approximately \$6,700.00. The cameras were refurbished at the time of purchase. We spent \$1,500 about the same time for wireless assistive listening devices in order to comply with the Americans with Disabilities Act. In 2011, we purchased and installed updated computer

equipment and speakers, totaling \$35,000.00, to improve the broadcast of the Planning Commission and Board of Supervisors' meetings, allow access to meeting videos via the Internet, enable the scheduling of programming on the cable channel to allow the rebroadcasting of meetings, and to enable the advertisement of services and special events, which we have implemented. Finally, in 2014 we purchased portable camera equipment, in the amount of \$9,000.00, to allow departments to begin filming their own video segments.

Staff is seeking a recommendation from the Technology Committee to forward this request to the Finance Committee regarding the appropriation of PEG funds in the amount of \$178,122.95 for this project.

Staff and our consultant will be present at the November 5, 2014 meeting to answer any questions you might have.