

Marina Coast Water District
Agenda Transmittal

Agenda Item: 8-A

Meeting Date: February 8, 2011

Submitted By: Suresh Prasad

Presented By: Suresh Prasad

Reviewed By: Carl Niizawa

Agenda Title: Consider Video System Installation and Recording/Broadcasting of District Board Meetings and Direct Staff to Issue a Request for Proposals

Detailed Description: On December 17, 2010, the Budget and Personnel Committee requested staff to provide an update on options for the installation of a permanent video system and the possibility of broadcasting District meetings on a dedicated public television access channel. Staff contacted Paul Congo, Executive Director of Access Monterey Peninsula (AMP) to go over the installation of the video system. AMP is a non-profit agency that provides public education & government (PEG) access television services to the local community. AMP also provides service to install audio/video equipment.

The City of Marina (Marina) as part of the PEG program is the authorized agency to operate Channel 25 within the City. Channel 25 is the dedicated channel provided by the local cable company to broadcast live or recorded public messages. The District will have to seek permission from Marina to broadcast its meetings on Channel 25. If the meeting dates for the District and Marina coincide, Marina will have priority in broadcasting its meeting. The District will have to have its meeting replayed at a different time.

District Staff obtained informal pricing of equipment and installation that will be required to record and broadcast District's meetings from AMP. The District will need to install 5 fixed mount cameras that will capture video from the board room, a controller that will have the capability to pan/tilt/zoom the video cameras, a six-input switcher to control the feed of camera and projector video to AMP to be broadcasted live or replayed at a later time, 5 monitors to enable the operator to view the camera recording in progress, and cables to connect all the equipment together. There will also need to be a dedicated room where the equipment will be installed. The labor to install the equipment is estimated to be approximately 100 hours. The informal pricing are as follows:

5 Cameras (\$1200 each)	\$ 6,000
1 controller	1,500
1Six-Input switcher	9,000
Cables	4,000
5 Monitors	2,000
Broadband equipment	<u>500</u>
Estimated equipment cost	23,000
Labor (100 hours x \$75/hour)	<u>7,500</u>
Estimated total project cost	\$30,500

Marina had installed similar type of equipment in 2002 and spent approximately \$30,000 in equipment costs, which included an audio system. The District already has an audio system installed that will be connected to the new video system.

In addition to the equipment and installation cost, the District will also be responsible to pay the fee to have AMP staff record the meetings. The recording fee is charged at \$75 per hour per staff. The AMP staff will have to be on-site 30 minutes before and after the actual meeting time. The cost per meeting (approximately 4 hours) is estimated to be \$300, which will be approximately \$3,600 on an annual basis based on 12 meetings per year. A dedicated high speed broadband line (e.g. DSL) will have to be installed to upload the live stream of the video from the District office to AMP office for live broadcasting. The monthly cost for the broadband line is estimated at \$200 per month or \$2,400 per year. The estimated total cost of broadcasting our meetings is \$500 per month or \$6,000 per year.

Should the Board decide to move forward with this project, staff will send out formal Request for Proposal (RFP) to solicit bid. The RFP's will be sent out to contractors that are capable of providing installation and operating services to the District.

Environmental Review Compliance: None required.

Prior Committee or Board Action: On January 21, 2011, the Budget and Personnel Committee requested that this item be brought before the Board for consideration.

Board Goals/Objectives: *Strategic Plan, Mission Statement – Providing high quality water, wastewater and recycled water services to the District's expanding communities through management, conservation and development of future resources at reasonable costs.*

Financial Impact: _____ Yes X No

Funding Source/Recap: None.

Material Included for Information/Consideration: None.

Staff Recommendation: The Board of Directors consider video system installation and recording/broadcasting of District Board meetings.

Action Required: _____ Resolution X Motion _____ Review

Board Action

_____ Resolution No _____ Motion By _____ Seconded By _____

Ayes _____ Abstained _____

Noes _____ Absent _____

Reagendized _____ Date _____ No Action Taken _____