



# City of Hudson, Ohio

## Staff Report With Text

**File #:** 18-0003      **Version:** 1      **Name:**  
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**Title:** Discussion of Town Hall Audio/Visual Equipment Needs  
 Executive Summary: As it is City Council’s intention to continue utilizing the Town Hall meeting room for its regular meetings and workshops, City staff from the IS and HCTV departments has investigated needed upgrades and additional audio-visual equipment for this meeting space. Equipment needs, operating needs and general specifications were developed and proposals solicited. With Council direction, staff is prepared to enter into a contract for this project.

**Sponsors:** David A. Basil

**Indexes:** HCTV

**Code sections:**

**Attachments:** 1. Town Hall Monitor Photos, 2. Lectern / Document Camera

Date	Ver.	Action By	Action	Result
1/9/2018	1	City Council	considered	

### Discussion of Town Hall Audio/Visual Equipment Needs

**Executive Summary:** As it is City Council’s intention to continue utilizing the Town Hall meeting room for its regular meetings and workshops, City staff from the IS and HCTV departments has investigated needed upgrades and additional audio-visual equipment for this meeting space. Equipment needs, operating needs and general specifications were developed and proposals solicited. With Council direction, staff is prepared to enter into a contract for this project.

### Legislative History

N/A

### Purpose & Explanation

As technologies in the audio-visual (AV) industry are continually changing and as the City’s need for updated and additional AV equipment in the Council Chambers has become clearly evident, City staff and a small employee AV Committee has investigated upgrades and new AV equipment possibilities to better serve the City Council & staff, boards & commissions and meeting attendees.

The AV system upgrade proposal will provide visual recognition in the Town Hall for both the Council and audience. In addition, it will be configured so that the Council can view the displays from the Council bench or from the center floor during planning meetings without having to move the displays. This design will eliminate the need to roll out monitors or deal with exposed cabling when you are in the center of the room. This will result in a much cleaner professional look. All documents will be easily projected onto the large HD (4K capable) video displays via one multi-input HD document camera or directly from a computer via a wireless transmission system (again, eliminating the clutter of exposed cabling). Lastly, the video displays will also have the versatility of being fed either from the video control room, the council dais or from the main floor lectern as required.

- Existing conditions:
  - A single projector that is over 9 years old, is slowly failing, and does not meet the needs or requirements for most meetings. The space has a single projection screen in a poor location by virtue of the room configuration.
  
- Proposed Project:
  - Replace the Current Projector with SOA Video Equipment
  - Four 65-inch 4K monitors & two 86-inch 4K monitors
  - New multimedia Podium/Lectern with document camera
  - Extron and Creston auto switching equipment

- Proposal/Bid Detail:

The project currently has \$10,000 allocated in the 2017 budget. To accommodate the needs of the room and bring the AV equipment up to the basic technology standards to conduct City business will require additional appropriations as detailed below.

- NPI Audio Visual Solutions ---- \$52,500.00
- IVIDEO----- \$58,036.34

Contingency of 10% to cover unforeseen circumstances in installation - \$5,250.00

**Timing Considerations**

None.

**Fiscal Impact**

\$10,000 Currently Budgeted  
\$47,750 Supplemental Appropriation Required  
\_\_\_\_\_ Appropriation Not Required.

**Suggested Action**

Staff desires input from City Council pursuant to moving forward with upgrading Town Hall audio/visual equipment.

**Submitted by,**

Jane Howington, City Manager  
Frank Comeriato, Assistant City Manager  
Dan Gerbracht, Operations Manager HCTV