

# City of Darien

## Minutes of the Administrative Finance Committee

January 14, 2013

The Meeting was called to order by Alderman John Poteraske at 6:34 pm. Committee members Alderman Tina Beilke and Alderman Ted Schauer were also present. Staff members included City Administrator Bryon Vana, Police Chief Ernest Brown and Assistant City Administrator Scott Coren.

### **Task Force Officer**

Chief Brown discussed an agreement to provide the United States Department of Justice a task force officer from Darien patrol. Darien is eligible to share in the recovery of federally forfeited property under guidelines from the US Department of Justice. Staffing is not reduced in the streets or patrol areas under this arrangement, as the detective unit has been reduced by one.

The committee approved the agreement 3-0.

### **Purchase of Cable Broadcasting and Council Chamber Presentation Equipment**

Assistant Administrator said the City of Darien constructed cable channel and recording equipment in the mid-1990s to broadcast community meetings to the public. Since this time the equipment has aged and there have been many technological advances that could improve the communications to residents. In 2012 a new Comcast Franchise Agreement was passed, giving the City of Darien an avenue to finance this equipment replacement and upgrades. The goal is to cost efficiently deliver meetings and information to community residents.

The small scale government cable channel equipment industry is relatively small. We have previously obtained quotes from two companies that later went out of business, and two companies that would like to undertake an entire system overhaul. The entire system overhaul was viewed by Staff as excessive because several system components, including the video cameras, work very well now. The system that needs to be replaced critically is the message boards, and the recording devices themselves have been breaking down regularly, keeping the meetings from being shown properly. Because of this, Staff has focused on bringing proposals for equipment for these specific items.

One proposal, from AVI for budgeting purposes, was well in excess of \$100,000 and we determined they were not a good fit for our current needs. Another proposal, from AVI SPL, was broken down more succinctly and provided good equipment, but for the character generator, switches, and presentation equipment in the City Council room came out to \$61,199.16. Another company, Midwest Computer Products, provided a proposal with two options and sufficient equipment that ranged from \$25,986.42 - \$34,781.42. After leaving the company and forming a competitor, Fathom Media, the employee we

had worked with from Midwest Computer Products provided a proposal that ranged from \$25,546 - \$31,900, which is the lowest cost proposal that staff feels is sufficient for the needed upgrades.

Both the \$25,546 and \$31,900 proposals provide for new digital recorders that are sufficient to record the meetings and schedule the playback of meetings and videos for residents at different times of day, create message boards to give residents pertinent information, replace the current television in the Council Chambers with three specially located televisions and install a computer and presentation equipment at the podium to allow residents and staff to give presentations to elected officials, audience members, and viewers on television. The current audio cassette device behind the elected officials will also be replaced with a digital version. The upgraded proposal provides a Nexus instead of a Mini-T, which is good equipment but is getting dated and phased out and not upgradable. The spec sheets are included in the proposal, but in summary this allows for emergency message scrolling across the screen during meetings, informational boards, and videos. It also contains significantly more storage capacity, which is helpful now and could be essential when the video cameras and audio are upgraded. It also includes board messaging software, which the Mini-T does not include, and would need to be purchased separately. With the upgrade utility of message boards, increased storage, and ability to expand it in the future and avoid additional equipment or replacement, staff recommends the \$31,900 version of the proposal with the Nexus equipment. An additional \$1,000 will need to be spent for the video storage for a total project cost of \$32,900. The Communications Committee reviewed and recommended approval unanimously. Originally, Staff had budgeted \$20,000 for a smaller partial project project, but the scope of the project increased to include the message boards, storage, and presentation equipment, which make sense to do at the same time. There is \$22,250 in the budget line item currently. The entire project cost will be budget neutral over three years, however, because the PEG fee applied on resident's bill will be directed back to the City of Darien.

The committee approved the agreement 3-0.

### **Class K Liquor Licenses**

Assistant Administrator Coren said the City of Darien currently has three Class K liquor licenses available. One of the license holders, Smashburger, has closed, leaving one open. If the license is not eliminated, another business could apply for it.

If another business wants a Class K license in the future, an ordinance could be prepared for the creation of another license at that time.

The committee approved the agreement 3-0.

### **Adjournment**

There being no further business Alderman Schauer made a motion to adjourn, with a second by Alderman Beilke. The motion carried 3-0 at 7:04 pm.

Approved:

John Poteraske, Chairman \_\_\_\_\_

Ted Schauer, Member \_\_\_\_\_

Tina Beilke, Member \_\_\_\_\_