

AGENDA
Administrative-Finance Committee
RESCHEDULED
May 2, 2022
6:30 p.m. – City Hall Conference Room

- 1. Call to Order**
- 2. Public Comment**
- 3. New Business**
 - a. A motion approving a proposal from Sunrise Communications in an amount not to exceed \$13,500 for the labor and \$50,000 to purchase equipment for the upgrade of the broadcast system in the media room and the council room microphones**
 - b. Approval of Minutes – February 7, 2022**
- 4. Other Business**
- 5. Next Meeting – June 6, 2022**
- 6. Adjournment**

AGENDA MEMO
Administrative/Finance Committee
May 2, 2022

ISSUE STATEMENT

A motion approving a proposal from Sunrise Communications in an amount not to exceed \$13,500 for the labor and \$50,000 to purchase equipment for the upgrade of the broadcast system in the media room and the council room microphones.

BACKGROUND/HISTORY

The FYE 23 budget includes funds to upgrade the media room with a new computer /software, a cable playback system, a TV distribution system and new microphones in the council chambers. The current equipment has reached its useful life, and at times, the sound and picture falters. The upgrade will provide a reliable system since the current Tri-Caster is old and no longer supported. The replacement audio system will be wireless and has integrated circuitry to reject interference from cellular devices which cause random noise in the system.

The current 15 year old cable playback system will be replaced by a new Castus playback system with a 3 year support contract. The new system will replace a failing system and provide capabilities that are more flexible.

The TV distribution system will allow us to provide content on the screens located in the boardroom from the new vMix production system. This could include the ability to provide zoom participation fully integrated into the new system without the need for council members to use their own laptops during a meeting.

Sunrise Communications provided quotes on behalf of the City of Darien for the main equipment. Due to supply issues, staff is requesting approval based on the breakdown of the costs for this project below. These items are included in the FYE 23 Budget under line item 01-10-4815 for \$63,500

1	vMix Computer & Software	\$ 8,000.00
2	Microphone System	20,000.00
3	Cable Playback System	12,500.00
4	TV Distribution System	5,000.00
5	Design	3,000.00
6	Installation	10,000.00
7	Contingency	5,000.00
	Total	\$63,500.00

STAFF/COMMITTEE RECOMMENDATION

Staff recommends motion approving a proposal from Sunrise Communications in an amount not to exceed \$13,500 for the labor and \$50,000 to purchase equipment for the upgrade of the broadcast system in the media room and the council room microphones.

ALTERNATE CONSIDERATION

As directed by City Council.

DECISION MODE

This item will be placed on the May 16, 2022 City Council Agenda for approval.

City of Darien
Minutes of the Administrative/Finance Committee
February 7, 2022

The Meeting was called to order by Chairwoman/Alderwoman Sullivan at 6:30 pm. Committee members Aldermen Schauer and Vaughan were present. City Administrator Vana and Treasurer Coren were also present.

E-Waste Collection

Staff advised that the contract between the City and LRS provides an option for electronic waste (E-Waste) home collection services during two weeks of each contract year, as mutually agreed upon between the City and the Contractor. The first event is planned for the week of May 2, 2022 and the second tentatively planned for the week of September 19, 2022. The rate for two e-waste home collection events per year will be \$2.40 per home, per year for the first two events during the 2022 year. The final home count is estimated at 8000 with final confirmation to be determined for a total estimated cost of \$19,200 during FYE 23. The committee unanimously recommended approval of two electronic waste (E-Waste) home collection events during 2022 as provided in the contract between the City of Darien and LRS.

FYE 2023 Budget Overview

Administrator Vana provided the Committee with an overview of the FYE 2023 city budget including the General Fund 3 year forecast, Capital projects 3 year summary, Capital projects recommended in the FYE 23 budget, Water Fund 3 year forecast and Water depreciation projects recommended in the FYE 23 budget.

Newsletter Overview

Staff advised that this year's budget includes funds to develop and mail a city newsletter and provided an overview of the content and timeframe to distribute the document.

Minutes – November 1, 2021 – The minutes were unanimously approved.

Adjournment - The meeting adjourned at 6:41pm.

Approved:

Mary Sullivan, Chairwoman _____

Ted Schauer, Member _____

Lester Vaughan, Member _____