

**TO:** Honorable Mayor and City Council  
**FROM:** Mike Gesme, PEG Access Coordinator  
**SUBJECT:** Cable Studio Upgrades  
**MEETING DATE:** August 20, 2019

### **BACKGROUND**

The video studio at city hall is used to record local interest programs for broadcast on our local cable channels. To improve the audio and visual quality of these videos, and to make the space easier and safer to use, I am recommending a few upgrades.

1. Lighting. Our current tungsten lights produce a lot of heat, which quickly becomes uncomfortable, especially for on-camera guests. This also poses a potential safety hazard for staff and volunteers handling the hot equipment. I recommend replacing with LED light kits which will run cooler, require less energy, and provide us much more versatility to improve the lighting of our videos. These lights are also portable, enabling us to use them outside the studio as well.

2. Acoustic Treatment. The studio is relatively small, with mostly hard surfaces that cause echoes and sound reflections. Our video sound quality would be improved by adding acoustic foam to the walls, along with some specialized ceiling tiles, to help absorb these sounds.

3. Set Chairs. Our on-camera set currently consists of some old chairs I found in storage. They have served us well, but I would like to replace them with something that will be more comfortable for our guests and look better on camera.

I recommend we purchase these items and install them in-house. I have included a 15% contingency in case of pricing fluctuations:

1. LitePad Vector CCT LED Lighting, Rosco Laboratories	\$6,745.76
2. Acoustic Foam Materials, The Foam Factory	1,337.86
3. Upholstered Chairs, Andover Mills	492.20
15% contingency	<u>1,286.37</u>
Total not to exceed:	\$9,862.19

Funding for these items would come from the cable television fund. The Cable Commission has reviewed and recommends approval.

### **REQUESTED COUNCIL ACTION**

I respectfully request a motion to approve the purchase of these items.