

Council Chambers / School Board Room Audio / Video Project

December 12, 2002

- Room Lighting
 - New lighting system will be installed. Lighting will improve approximately 3 times.
 - New light switches will be installed at the Mayor's door, west side door, and the Engineering side door. There won't be any light switches located at both south entrances. Any of the above new light switches are only room entry lighting switches and do not raise or lower the light levels for various presentations. Lighting levels can only be changed by the recording secretary and the control room operator.
 - Disruption of the Council Chambers could be as much as 45 days for new lighting construction. Meetings scheduled in the Council/School Board Chambers (C/SBC) will have to be moved to another location during the lighting portion of this project only. We will provide at least 3 weeks notice on meeting location changes prior to closing down the (C/SBC).

- Cameras and Locations
 - 5 total cameras in the room
 - Location #1 - Center of room, center of audience seating section to see chair & wide angle dais.
 - Location #2 & 3 - Just right and left of the presenter's podium on the ceiling, to see individual seats at the dais.
 - Location #4 - East side of room, to see signer (future use) & dais wide angle.
 - Location #5 - Behind seats at the dais, west edge of the curtain, to see podium and audience.

- Press Feed
 - 4 audio/video press feed outlets will be located on the east wall south side of the folding curtain space and 4 audio press feed outlets will be located on the west wall (where the journal and radio people currently sit).

- Control Booth
 - A new control booth will be built, structural only, by the City/School outside of this contract. It will be located in the southwest corner of the Council Chambers/School Board.
 - All cabinets and electronic hardware, except city and school computers will be a part of this new contract. Computers will be purchased separately. The 3rd computer or system computer will be part of the project.

- The control booth will have a glass front and will be lockable. A new door will be installed on the north wall of that space.
- The control booth will be wired for future audio & video teleconferencing.

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- Audio
 - Each chair at the dais will have a table top or lapel clip-on microphone.
 - Each side staff table will have 2 microphones w/stands.
 - We will purchase two (2) wireless microphones for presenters or a disabled person who wishes to speak.
 - There will be one (1) podium gooseneck microphone.
 - There will be at least 2 jacks installed for wired microphones if desired.
- Control / Touch Panels
 - There will be 3 main touch panels. Locations will be 1. Presenters station, 2. Recording secretary, and 3. Control booth.
 - Each seat at the dais will have a small touch panel for voting and request to speak.
 - Staff side tables will have two (2) small touch panels.
- Presenter Station
 - The old podium will be removed.
 - A new podium/presenter's station will be built and moved +/- 37" closer to the dais. This should help accommodate better audience visibility and disabled access. Height of the new podium center section will be approximately the same as the old podium and the side portions will be approximately table top height, +/- . Width will be approximately twice as wide as the existing podium. The extra width is to accommodate a document camera, VCR/DVD, slide-to-video, video input, laptop hookups, and a keyboard for use through City/School computers and table top workspace.
 - The new podium will be solid mounted and not moveable.
- Viewing Screens
 - Audience will use the existing screen located behind the dais.
 - Existing projection room will have a rear-projection screen for the C/SB and staff.

- Two (2) monitors will be hardwired but not installed for the side staff if either of the two (2) proposed screens are not visible.
- Questions
 - We feel that any and all questions brought forward to date have been answered.
 - If there are any other questions or concerns, we need to have all those issues resolved prior to bidding this project!