



**Date of Council Meeting: May 24 , 2016**

**TOWN OF LEESBURG  
TOWN COUNCIL MEETING**

**Subject:** Audio-Video Equipment Upgrade to the Council Chambers

**Staff Contact:** John Callahan, Information Technology Project Manager  
Clark Case, Director of Finance and Administrative Services  
Keith Markel, Deputy Town Manager

**Council Action Requested:** That Town Council approve an award of the contract for the upgrade of the Leesburg Council Chamber Audio-Video Equipment to VCom in the amount of \$126,046.52.

**Staff Recommendation:** It is recommended that Town Council approve the awarding of a contract for the upgrade of the Leesburg Council Chamber Audio-Video Equipment to VCom in the amount of \$126,046.52.

**Commission Recommendation:** The Technology and Communications Commission has been made aware of the project, but no action has been taken by the Commission.

**Fiscal Impact:** Funding for this project is included in the Fiscal Year 2017 Adopted Capital Asset Replacement Fund budget. No local tax funding is included as Public, Education and Government (PEG) funding is being utilized.

**Work Plan Impact:** This project is included the Town Manager's Fiscal Year 2017 work plan. As such, Town staff has reviewed the proposals as part of the Request for Proposal (RFP-100181-FY16-09), and has negotiated with VCom to produce a final proposal for implementation of audio-video equipment for the Leesburg Town Council Chamber. Information Technology Division staff has been working with the Town Managers Office, the Town Clerk, and the Public Works Building Division to schedule the installation and testing of the equipment for August 2016.

**Executive Summary:** The audio-video equipment in the Council Chambers was first upgraded in 2002 as part of the Adelphia franchise agreement with the Town of Leesburg. In 2010, the Council Chamber video equipment was upgraded along with the creation of a control room for the audio-video equipment. In October 2016, the Town issued a request for proposal (RFP-100181-FY16-09) for the upgrading of the audio-video equipment in the Leesburg Council Chamber.

## Approval of the Council Chamber Audio-Video Upgrade

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The committee reviewed the submitted proposals and selected Vcom to produce the final proposal and contract for the audio-video equipment upgrade for the Leesburg Council Chamber. The committee visited Chesterfield County Courts and Government Center where Vcom installed and maintains the audio-video equipment for the County and was satisfied with the technology and work that is used to broadcast their meetings. The committee has worked with Vcom staff to custom design the system to meet the Town's needs while working to install the most cost effective equipment for this application.

**Background:** In 2002, Adelphia Cable, as part of the franchise agreement, provided funding to the Town to contract out the implementation of an audio-video system to for the purposes of producing live broadcast of the Leesburg Town Council meetings along with boards and commission meetings over their public access television channel. In September of 2002, the first meeting of the Leesburg Town Council was broadcasted over Adelphia Cable to the residents of Leesburg as part of the new broadcast system.

In December 2010, an upgrade of the cameras, projectors, video switches and the creation of the audio-video control room was completed.

The Town has been relying on equipment originally implemented in 2002. The majority of the equipment has outlived its usefulness and requires multiple services calls to keep the equipment functioning. Components of hardware and versions of the software are no longer supported by the manufacture. Staff has ongoing issues with the computers locking up during PowerPoint presentations, the projectors not getting the proper signals from the Crestron control unit, and the audience having difficulty hearing the proceedings because of poor sound amplification.

With the approval of the of the contract award (RFP-100191-FY16-09), the Town Information Technology Staff can continue their work with Vcom to schedule, procure, and implement the audio-video equipment upgrades to the Leesburg Council Chamber during Town Council August recess.

The planned enhancements include:

- Replacing all of the microphones on the dais with new models that will have indicator lights near the tip that indicate if the microphone is turned on.
- Two new wall mounted speakers to provide clear sound reinforcement for the entire room.
- New connections (HDMI, Cat-5) at each seat on the dais
- New USB charging plugs at each seat on the dais
- New power connections at each seat on the dais
- New remote broadcast capabilities that will allow any computer to connect to the projection equipment so Council members or the public can present from their laptop or tablet without having to load presentations on the Town computer

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- A new phone bridge interface that will allow for clear communications for remote access to meetings or teleconferences
- A new interactive computer at the podium
- A new microphone at the podium that will provide enhanced sound amplification
- A new touch screen control computer at the Town Clerk's seat
- A new remote control tablet that will allow audio and video control from anywhere in the room
- New hardware in the video control room

**Attachments:** Request for Proposal (RFP-100181-FY-16-09 from VCom.  
VCom Proposal  
Authorizing Resolution

PRESENTED May 24, 2016

RESOLUTION NO. 2016-

ADOPTED May 24, 2016

A RESOLUTION:     AWARDING THE CONTRACT FOR THE LEESBURG TOWN  
                          COUNCIL CHAMBER AUDIO-VIDEO EQUIPMENT UPGRADE  
                          PROJECT TO VICOM IN THE AMOUNT OF \$126,046.52

WHEREAS, the Town of Leesburg's current audio-video equipment in the council chamber is outdated technology and not supported by the manufacturer; and

WHEREAS, the upgrade will allow the for the enhancement of the broadcast of Town Council , Boards, and Commission meetings over Comcast, Verizon FIOS, and Granicus; and

WHEREAS, the improvements to the audio-video upgrades will enhance the audience's experience in the Council Chamber; and

WHEREAS, Town staff issued a request for proposal (RFP-100181-FY16-09) for the audio-video improvements to the Council Chamber; and

WHEREAS, a committee of Town staff reviewed the proposals and selected VIcom as the firm best suited to provide the improvements to the Town Council audio-video equipment; and

WHEREAS, VIcom has provided a quote in the amount of \$126,046.52 dated August 11, 2015, that is within the Town's budget for this item from the Capital Asset Replacement Fund; and

WHEREAS, the committee recommends an award of contract for the Leesburg Council Chamber Audio-Video Upgrades to VIcom; and

WHEREAS, the Technology and Communications Commission is aware of the need for the project; and

WHEREAS, the Leesburg Town Council approved \$150,000 as part of the Capital Asset Replacement Fund in the adopted Fiscal Year 2017 budget in which no local tax funding is

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included as Public, Education and Government (PEG) funding is being utilized for the replacement and upgrade of the Leesburg Council Chamber audio-video equipment.

THEREFORE RESOLVED, by the Council of the Town of Leesburg in Virginia that the contract for the Council Chamber audio-video upgrade project to Vcom in the amount of \$126,046.52, and the Town Manager is hereby authorized to proceed accordingly with the respective contract in a form acceptable to the Town Attorney.

PASSED this \_\_\_\_\_ day of \_\_\_\_\_, 2016.

\_\_\_\_\_  
David S. Butler, Mayor  
Town of Leesburg

ATTEST:

\_\_\_\_\_  
Clerk of Council