

## QCCCC Agenda Item 5.3

Technology Memo

February 14, 2019

To: Karen George, Executive Director

From: John Sommer, Technology Manager

Subject: Remote Attendance at City Meetings

### **Background**

At the pervious Commission meeting I was asked to seek proposals to allow a city meeting participant to attend remotely in compliance with Minnesota's Open Meeting Law. ( Statute Chapter 13D Section 13D.02) Quotes were solicited from three local Audio Video companies. Only Alpha Video & Audio responded with a complete proposal, which is attached for your review.

### **Synopsis of Proposal**

The remote participant would connect to a dedicated computer in the cable control room using GoToMeeting or Skype. This computer will connect to the presentation system and the broadcast production system. The remote participant will see a video feed from the broadcast system and hear the same audio that is in the room minus their own audio. Each member city will determine which presentation displays in the council chambers will show the remote participant. The remote participant will be heard in the council chambers over the audio system.

### **Pricing**

Alpha Video & Audio's proposal would cost \$4,657.09 per site. Their proposal requires a city supplied computer. This is an additional project expense that would be borne by each member city in order to comply with individual cities IT integration requirements.

### **Funding**

This project was not included in the 5 Year Capital Plan, however, there are sufficient unallocated reserve funds to complete the total project cost of \$18,628.36.

### **Considerations**

The remote computer station is a similar concept to city presentation computers, they are provided by the city for their chambers, comply with their IT requirements, and are in the city's replacement cycle. QCTV recommends each

city review legal issues and establish a policy of use for remote meeting attendance and participation.

**Action Requested**

Accept and approve proposal from Alpha Video & Audio. Direct staff to coordinate installation timeline with member cities.

**Options for Action**

- Direct staff to conduct more research based on Commission input
- Delay action for future consideration