



CITY OF PLANO COUNCIL AGENDA ITEM

CITY SECRETARY'S USE ONLY				
<input type="checkbox"/> Consent <input type="checkbox"/> Regular <input type="checkbox"/> Statutory				
Council Meeting Date:		2/25/2013		
Department:		Marketing and Community Engagement		
Department Head		Mary Vail-Grube		
Agenda Coordinator (include phone #): Nicole Griffin ext 7204				
CAPTION				
To approve the purchase of the equipment replacement and upgrades to the PTN control room, in the amount of \$582,073 from Digital Resources, Inc., through an existing TIPS/TAPS (The Interlocal Purchasing System and Texas Arkansas Purchasing System) contract and authorizing the City Manager to execute all necessary documents. (TIPS/TAPS 101262)				
FINANCIAL SUMMARY				
<input type="checkbox"/> NOT APPLICABLE <input checked="" type="checkbox"/> OPERATING EXPENSE <input type="checkbox"/> REVENUE <input type="checkbox"/> CIP				
FISCAL YEAR:	2012-13	Prior Year (CIP Only)	Current Year	Future Years
		0	0	0
Budget		0	0	0
Encumbered/Expended Amount		0	0	0
This Item		0	-582,073	0
BALANCE		0	-582,073	0
FUND(s):		PTN		
<p>COMMENTS: Funds are available in the Plano Television Network Fees also known as Public Education Government (PEG) Fees that amount to \$773,496 collected in FY 2011-12 and \$222,514 that has been collected in FY 2012-13 year to date. The remaining balance of \$413,937, which is the difference of the fees collected and the amount of this item in revenue, may only be spent for purposes specifically identified in Federal and State Legislation.</p> <p>STRATEGIC PLAN GOAL: Upgrading and Replacing Audio Visual Equipment in the City of Plano Council Chambers relates to the City's Goal of a Financially Strong City with Service Excellence.</p>				
SUMMARY OF ITEM				
<p>Staff recommends approval of the purchase of the equipment replacement and upgrades to the PTN control room, in the amount of \$582,073 from Digital Resources, Inc., utilizing their TIPS/TAPS contract. The continuing use of outdated equipment, that no longer integrates well with new technology and is inefficient and staff intensive to operate will cost the city more and more in operational repairs and additional staffing costs. The City is authorized to purchase from a cooperative purchasing program with another local government or a local cooperative organization pursuant to Chapter 271 Subchapter F of the Local Government Code; and by doing so satisfies any State Law requiring local governments to seek competitive bids for items. (TIPS/TAPS 101262)</p>				
List of Supporting Documents: Memorandum			Other Departments, Boards, Commissions or Agencies	



Date: February 5, 2013
To: Diane Palmer-Boeck, Chief Purchasing Officer
From: Mary Vail-Grube, Director of Marketing and Community Engagement
Subject: PTN Control Room Equipment Replacement and Upgrade

The Plano Television Network (PTN) control room and studio have occupied space in the lower level of the Municipal Center since the building was constructed in 1991. The technology at that time required a large footprint for efficient installation, maintenance, and operation. Today technology has changed significantly in size and capability; therefore we propose a complete upgrade of our control room system in order to accommodate technological advances and provide the high quality of broadcast and video support for the City Council, City Staff and the Plano Television Network. This upgrade will provide:

- the technology to support a high definition digital distribution environment
- full communication between all equipment
- consolidation of existing equipment into one location
- adequate access for regular maintenance
- a smaller footprint
- Fewer staff needed to produce live meetings held in the Council Chambers.

Phase I of the project which was previously authorized has been completed. This included a thorough evaluation of the current operation and equipment, identification of and recommendation for upgraded equipment and systems and an implementation timeline. Phase 2, which is in process, includes a final layout plan and set of drawings for installation, final pricing on all equipment, and coordination with manufacturer of purchase, installation, repairs, replacement and warranties and oversight of the installation and verification of all systems and operations within the established timeline.

In order to accommodate a timeline that will allow the purchase, delivery and installation of the new equipment while the City Council is on summer break in July, the decision was made to utilize a co-operative contract to facilitate this project pursuant to Local Government Code 271, Subchapter F. Staff is recommending a contract with Digital Resources, Inc., to purchase and install the equipment for the control room as research determined that Digital Resources, Inc. is the only integrated supplier of Ross equipment in the DFW area.

Total cost of the contract with Digital Resources, Inc., to include final design, purchase, demolition of control room and installation, testing and training on new equipment is \$582,073.21 which is available through the PTN PEG fund reserve, established with PEG fee receipts. There will also be a \$25,000 internal charge for the upgrade of the electrical supply in the control room through City staff, for a total project cost of \$607,073.21

The PEG fund was created to establish, maintain and support the equipment needed to operate the municipal television channel. The continued use of outdated equipment, which no longer integrates well with new technology, is inefficient and staff intensive to operate will result in increasing repair costs and additional staffing costs. It also limits the ability of the City to utilize current and future technology such as HD and provide seamless interface with other types of media such as the website and social media. These funds are currently available and intended to be used for this purpose.