

CITY MANAGER WEEKLY UPDATE REPORT ~ KENT MYERS

November 10, 2011

One of the high-priority projects identified by the City Council this year was the replacement of the audio system in City Council Chambers. Installation of the new digital sound system is complete and the sound quality in Council Chambers has improved greatly. The new system included speakers, microphones, wiring, and other assorted improvements. Attached is a final summary of the project which was completed on time and within budget.

A public hearing on the proposed 2012 Budget is scheduled for the City Council meeting on Tuesday, November 15. The staff presentation will include a summary of all of the changes the City Council suggested at the two prior work sessions so Council can ensure the final budget includes the revisions discussed and recommended. Following the most recent work session on the Budget, several City Council members contacted me and indicated they would like to revisit the issue of funding for the Fine Arts Center. Today City staff members met with several Fine Arts Board members and discussed several funding options. If this issue is raised during Tuesday's meeting, Staff will be prepared to offer recommendations.

Based upon recent budgetary actions by Clallam County, there is a real need to consider implementing our own Municipal Court starting in 2013. Council is encouraged to attend the Association of Washington Cities webcast "Municipal Court: The Dos and Don'ts" on Tuesday, November 15, at 10 a.m. in the Pittis Conference Room. Also, at the December 6, City Council meeting a proposed one-year District Court contract with the County will be presented for your consideration. This contract will maintain our court costs for the coming year. In January, we will need to begin setting the plans for operating our own court and it is my understanding that the County will support the City in this endeavor.

The establishment of a Municipal Court is just one of several major issues that will be facing the City early in 2012. Other major projects include the completion of the Budgeting for Priorities process, developing a long-range solution to controlling health insurance costs, and creating a long-term sustainable funding plan for the Fine Arts Center. These are just a few of the topics planned for discussion at a City Council Retreat to be scheduled sometime in January. I am seeking additional retreat topics and suggestions on a location and date, so please let me know if you have any recommendations.

Finally, I wanted to make you aware that we are making progress in implementing the recommendations included in the accountability audit report released on Monday by the Washington State Auditor. As you know, the report includes a finding regarding inconsistencies in the way annual leave cash-outs are handled. Since we have three different policies on leave cash-out affecting three different employee groups, the implementation of new internal procedures covering these policies is somewhat complicated. However, I am still on schedule to have the Auditor's recommendations fully implemented by the end of this month. At that time, a full report will be provided to the City Council and the public.

Kent Myers
City Manager

Project Summary

City of Port Angeles Council Chambers audio system upgrade CFP IT02 - 2010

The purpose of this project was to upgrade the analog audio system in the Council Chambers to a fully digital system. The analog audio system was 20 years old and experiencing signs of failure. The focus was to replace the entire system to digital equipment for improved audio quality in the Council Chambers and for a clear data feed for digital audio recording for public record.

In talking with the City Clerk we received feedback from the City Council and City administrative staff about their needs for the replacement system. Of the two audio video installers that were on Washington State GSA contract, AVI-SPL, Inc. followed through with their return calls and scheduled an onsite visit to gather information for a proposal which they submitted on July 11th 2011. After reviewing the proposal, adjustments were made to suit our needs and to cut down on some costs. The final revision was submitted to the City Council on August 2nd for approval. Council had approved the project and the installation was immediately scheduled for the week of August 30th through September 2nd 2011 with a go-live date of September 6 City Council meeting. AVI-SPL attended the September 6th Council meeting to fine tune the system and gather feedback on any issues. Only a few minor issues came up which AVI-SPL addressed and resolved. AVI-SPL did a follow up visit on the October 18 City Council meeting to make sure that everything was satisfactory and to get sign-off on the project.

Scope of work:

- Removal of existing system which included ceiling speakers, desktop microphones and lectern mic, amplifier rack, wall plates, wiring.
- Installation of the system rack for the mixers, amplifiers, wireless equipment, recording feeds and display panels.
- Installation of replacement speakers and 3 newly added speakers directly above the Council members for better audio volume.
- Installation of wiring, connection plate, microphones for the Council members, City administrative staff and the lectern podium.
- Installation of two AMX display control panels for access to the system.
- Installation of three ceiling microphones and an audio mixer in the Jack Pittis conference room for UAC audio recordings
- Installation of a portable microphone system for a "round table" setting for Council budget meetings

Improvements:

With the new system the audio quality in the council chambers is greatly improved. The system is set to load-balance the audio volume in the room so that each section of the room has a balance of proper audio volume. The system now has a direct line into our phone system so conference calls are no longer done by using a tabletop conference phone and pointing a microphone into the phone speaker to so everyone in the room can hear the caller. The digital

recordings significantly improved in quality from the analog feed recordings, which is the same for the UAC recordings in the Pittis conference room. Microphones and bases are fully detachable for storage to eliminate tampering during scheduled public rental of the council room. The portable microphone system allows every council member to have a microphone so they no longer need to share 6 microphones between 16 people. AMX display panel allows for full control of the system and has increased the ease of use.